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AGENDA

San Francisco HIV Prevention Planning Council
Community Liaison Committee

March 1, 1999
2:00 – 4:00 PM

515

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5th Floor
San Francisco

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ncements

o-chairs of Community Liaison Committee

ommunity Liaison Committee

k and timelines for 1999
(possible vote)

5. Set agenda and time for next meeting

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AGENDA

San Francisco HIV Prevention Planning Council
Community Liaison Committee

March 1, 1999
2:00 – 4:00 PM

AIDS Office
25 Van Ness Avenue
5th Floor
San Francisco

1. Introductions/Announcements

2. Election of chair or co-chairs of Community Liaison Committee (vote)

3. Review mission of Community Liaison Committee (possible vote)

4. Discuss scope of work and timelines for 1999 (possible vote)

5. Set agenda and time for next meeting

HIV Prevention Planning Council (HPPC)
Community Liaison Committee
January 10, 2001
4:00 - 6:00 pm

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25 Van Ness Avenue, 330B
San Francisco

Agenda

I.	Welcome and Announcements	4:00-4:10
II.	Public Comment	4:10-4:20
III.	Scope of Work and Timeline	4:20-4:40
IV.	Elect Committee Chair/Co-chairs & Community Members Discussion	4:40-5:00
V.	Committee Process	5:00-5:30
VI.	Select Regular Meeting Time	5:30-5:40
VII.	Process Evaluation Discussion	5:40-5:50
VIII.	Closing and Evaluation	5:50-6:00

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HIV Prevention Planning Council
Community Liaison Committee
Action Minutes of Meeting
January 10th, 2001

Members Present: John Newmeyer, Edd Lee, Rheena Yangson, Al Cunningham, Steven Tierney
Members Absent: Jo Ellen Fisher, Teresa Betancourt, Erick Brown, Mazdak Mazarei, Colin Partridge
Support Staff: Lisa Reyes (AO), Gigi Gregory (AO), Kevin Roe (Process Eval.)

1. **Welcome and Announcements**
- Lisa announced that the Jan. 11th Council mtg. has changed location to 25 Van Ness.

2. **Public Comment**
- None

3. **Scope of Work**
- Handout of Scope of Work was distributed and members where asked to give feedback
- Steven gave history of Input/Output Committee
- After much discussion on the scope of work, this committee agreed by consensus that the following would be three projects for the year 2001:
  1. Identify 3 groups of people to build better relationships with
  2. Ask/Identify what "meaningful participation" means to these communities
  3. Develop standards for meaningful participation

4. **Elect Committee Chair/Co-Chair and Community Members Discussion**
- This agenda item was tabled due to member attendance
- Steven and Al will attend Steering Meeting on behalf of this committee

5. **Committee Process**
- It was announced that this committee will be served a light snack
- Action minutes will be taken by a staff member of the HIV Prevention Section
- Lisa will facilitate the next meeting until a co-chair is selected

5. **Regular Meeting Time**
- Due to time conflicts of members of this committee and lack of attendance the regular meeting day and time will be discussed at the next scheduled meeting. Next meeting is Wednesday February 7th, 2001 from 2-4.

7. **Process Evaluation:**
- Kevin announced that Process Eval will no longer be attending all Committee meetings, instead one process eval. Member will come to a meeting once a quarter to observe the meeting
- Kevin handed out a sample "Evaluation Form" and stated that he'd like this committee to give feedback on the content of this form.
- It was agree through consensus that the following open-ended question would be added to the form: "Did you have meaningful participation in this meeting?"

- The following questions were to be deleted through consensus: "I was prepared for today's meeting." and the "good Participation" question
- Lisa will collect evaluation results after each meeting and mail to Kevin
- Evaluation results will be sent to Lisa, who will then distribute to committee
- It was agreed that every quarter Kevin will facilitate a 20 minute group evaluation discussion. The first of these will take place at the March meeting.

Agenda For Next Meeting

1. Scope of Work Discussion
2. Co-chair elections
3. Regular meeting time

Minutes prepared by Lisa Reyes, DPH/HPS
Minutes reviewed by Steven Tierney

25

HIV Prevention Planning Council (HPPC)
Community Liaison Committee
February 7th, 2001
2:00 - 4:00 pm

25 Van Ness Avenue, 330B
San Francisco

Agenda

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve January minutes (possible vote)	2:20-2:25
4. Scope of Work (possible vote)	2:25-3:00
5. Elect Committee Chair/Co-chairs & Community Members Discussion (possible vote)	3:00-3:30
6. Select Regular Meeting Time (possible vote)	3:30-3:50
7. Closing and Evaluation	3:50-4:00

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HIV Prevention Planning Council
Community Liaison Committee
Action Minutes of Meeting
February 7th, 2001

Members Present: John Newmeyer, Rheena Yangson, Al Cunningham, Teresa Betancourt, Mazdak Mazarei
Members Absent: Jo Ellen Fisher, Erick Brown, Colin Partridge, Edd Lee, Steven Tierney
Support Staff: Lisa Reyes (AO), Gigi Gregory (AO)

1. Welcome and Announcements

?? Al announced that AIDS Activists Against Violence and Lies will be having a meeting on 2/7/01 at 5:30 at Compass Point.

?? Al also announced that he had the opportunity to go to an Epi update by Sandy Schwarcz and Willi McFarland on HIV/AIDS with a focus on people of color. Al suggests inviting them to present these statistics to a full HPPC meeting, and perhaps to Community Liaison/POC meeting. He also said that he will bring this up at tomorrow's HPPC during "New Business."

?? Mazdak announced that HIFY will be having 2 trainings for providers working with youth: Youth and HIV on 3/6/01 and Youth and Substance Use on 3/14/01 and 3/15/01. For more info, cal 487-5777

?? Gigi provided a brochure on Health Education trainings, and mentioned that the "Social Context of Racism" discussion/presentation will take place on Feb. 14th from 12-2pm.

?? Teresa announced that the Mission Neighborhood Health Center will be having it's annual Health Fair on April 28th from 9:30 to 4pm

?? Rheena announced that she would be leaving at 3:15pm

2. Public Comment

?? No public comment

3. Approve Minutes

?? Minutes were approved with minor grammatical changes.

4. Scope of Work

?? Lisa presented the Scope of work that was approved be this committee on 1/10/01:
1. Identify 3 groups of people to build better relationships with
2. Ask/Identify what "meaningful participation" means to these communities
3. Develop standards for meaningful participation

?? Discussion focused mostly on how this committee would pick the populations to work with, and to a lesser extent, strategies to build closer relations with these populations.

?? The following suggestions came up:
- -Use Epi profile to pick underserved populations
- -Try to build closer relations with groups that are suspicious of DPH
- -Target groups we can be successful with
- -Recruit community members from target populations
- -Divide committee into subgroups that target specific populations
- -Work with membership, who will be doing recruitment
- -Look at people not represented on the council and target them

?? Population Brainstorm Activity
- -Transgender Community
- -MSM, that are not gay-identified
- -Youth
- -Disproportionately affected neighborhoods, other than the Castro, South of Market, Tenderloin. For example, the Western Addition, the Bayview, Visitation Valley…

-SFUSD
-Providers in surrounding counties
-Outreach workers
-Sex club venues
-HIV+ folks and their care-givers (secondary prevention)
-HIV testing counselors
-Special populations (Special Populations Action Committee, SPAT)
-Incarcerated populations
-Homeless populations
-Faith-based providers
-Asian Pacific Islander population
-Women
-Recent Immigrants

?? It was recommended that we come up with a criteria for choosing the populations to work with. Members agreed that Lisa would arrange the brainstorm list by category: providers, neighborhood, and target clients, and that this list would be emailed to all members of the committee. Members would be asked to select one from each category. This operation would start the selection process.

5. Elect Committee Chair/Co-Chair and Community Members Discussion

?? Al and Teresa have volunteer to be co-chairs of this committee!

?? Al will be attending Steering once a month to represent this committee.

?? Teresa will be reviewing minutes

?? Rotating facilitation was brought up as a way of conducting meeting. This discussion will take place at out next meeting

?? Both Co-chairs agreed to assist Lisa in making reminder calls to committee members. Lisa will email a membership list to co-chairs which will state which members to call.

?? Agendas: Lisa will email "Draft" agenda to co-chairs at least one week before the meeting.

?? John mentioned that he has someone in mind as a community member. Membership applications will be made available to all HPPC members.

6. Regular Meeting Time

?? Due to time conflicts of members of this committee the regular meeting day and time was not set at this meeting. Lisa mentioned that 2 members have difficulty making daytime meetings. The group brainstormed on the best times that they could commit to:
1st Thurdsay from 12-2pm
1st Wednesday from 1-3pm
3rd Wednesday from 1-3pm
It was agreed that Lisa would make a survey to hand out at tomorrows HPPC meeting with the agreed upon times, and have committee members vote on a meeting time.

7. Closing & Evaluation:

?? Agenda For Next Meeting
Facilitation
Scope of work
Strategies for meaningful participation
Meeting time

Minutes prepared by Lisa Reyes, DPH/HPS
Minutes reviewed by Teresa Betancourt

HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee
Thursday, March 1st, 2001
12-2pm
25 Van Ness Avenue, *Room 330 A*
San Francisco

AGENDA

- Welcome and Announcements 12:00-12:10
- Public Comment 12:10-12:20
- Approve February minutes (possible vote) 12:20-12:25
- Facilitation Discussion 12:25-12:35
- Scope of Work/Target pop. Discussion (possible vote) 12:35-1:00
- Strategies for meaningful participation discussion (possible vote) 1:00-1:30
- Meeting Time Discussion (possible vote) 1:30-1:45
- Community Members Discussion 1:45-1:55
- Closing and Evaluation 1:55-2:00

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HIV Prevention Planning Council
Community Liaison Committee
Action Minutes of Meeting
March 1st, 2001

Members Present:, Rheena Yangson, Al Cunningham, Teresa Betancourt, Mazdak Mazarei, Steven Tierney
Members Absent: Jo Ellen Fisher, Erick Brown, Colin Partridge, Edd Lee, John Newmeyer
Support Staff: Lisa Reyes (AO), Kevin Roe (Process Evaluation)

Welcome and Announcements:

?? Mazdak announced that HIFY will be holding its Youth and Substance Use training on March 14th and 15th
?? John Newmeyer cannot make today's meeting.

Public Comment

?? No public comment

Approve Minutes

?? Minutes were approved by consensus.

Facilitation Discussion

?? It was agreed that until the membership of the committee increases, Teresa will facilitate the meeting with Al as her back-up. If any member wishes to facilitate, he/she can do so by expressing this desire to a co-chair. Once membership increases, the topic of facilitation will be revisited.

Scope of Work/Target Pop/Meaningful Participation Discussion

?? After some discussion, the group decided to pick from the list, one provider, one neighborhood/venue, and one target population and an activity to do with each.
?? Under providers, it was decided that Lisa will attend the next Outreach Providers meeting on March 14th and report back to this committee what she gained from that meeting.
?? Under neighborhoods/venues. The group agreed to do some research on The Neighborhood Health on Wheels (NHOW) Mobile Clinic, which targets various SF neighborhoods. Rheena has agreed to contact Diane Robbins, Nurse Practitioner for NHOW.
?? Under target clients, the group agreed to focus on transgender individuals. Steven mentioned that there is a TG group forming around the RFP and that one of us can perhaps attend one of their meetings. Teresa has volunteered to go on a fieldtrip to Good Vibrations, and while there pay a visit to Jo Ellen. Al has volunteered to call Janetta. Teresa will call Carla and inform her of this committee and it's scope of work. Mazdak has volunteered to talk to LYRIC's Youth Changeling Group (a primarily FTM youth group through LYRIC)

Regular Meeting Time

?? This group has not decided on a fixed meeting time yet, but in order to facilitate the attendance of a couple of members, we have agreed on 1 evening meeting. Our next meeting is set for March 29th from 5-7pm. We will not have a meeting in April.

Community Members Discussion

?? Lisa will email/fax the community member application to everyone. It was agreed that as we continue our work with in this committee to keep our eyes open for community members.

Closing & Evaluation:

Meeting adjourned at 2pm.

Minutes prepared by Lisa Reyes, DPH/HPS
Minutes reviewed by Teresa Betancourt

HIV PREVENTION PLANNING COUNCIL (HPPC)

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Community Liaison Committee
Thursday, April 5th, 2001
12-2pm
25 Van Ness Avenue, 330A
San Francisco

AGENDA

??	Welcome and Announcements	12:00-12:10 PM
??	Public Comment	12:10-12:20 PM
??	Approve March minutes (possible vote)	12:20-12:25 PM
??	Report back from committee members	12:25-12:40 PM
??	Discussion on Role of Media in HIV Prevention Efforts (possible vote)	12:40-1:00 PM
??	Next steps	1:00-1:20 PM
??	Select Next Meeting Time & Date	1:20-1:30 PM
??	Process Evaluation Presentation/Discussion (possible vote)	1:30-1:50 PM
??	April/May Agenda, Closing and Evaluation	1:50-2:00 PM

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Community Liaison Committee
April 5, 2001
Minutes

Present: Teresa Betancourt, Erick Brown, Al Cunningham, Mazdak Mazarei, and Rheena Yangson
Absent: John Newmeyer, Lisa Reyes, and Jo Ellen Fisher
On Leave: Edd Lee, Colin Partridge
Consultants: Kevin Roe, Community Health Studies Group
Staff: Tracey Packer

1. Welcome and Announcements:

- Health fair at Mission Neighborhood Health Center on April 28 from 10:00 to
- 3:00. CBOs can table. Contact: Elodia Villasenor 552-3870

- Mazdak's e-mail at HIFY isn't working-can be reached at mmazarei@hotmail.com

2. Public Comment: No public comment today.

3. Approve minutes: Minutes approved by consensus with one change."

4. Report back from committee members:
The group talked about its goals. They are currently defining how to work with communities to find out how identified communities would like to interact with the HPPC. The committee also wishes to assist with recruitment of members to the HPPC.

Neighborhood/Venue: Rheena reported on her meeting with NHOW. Committee members are invited to visit the mobile clinic during operation to see how they work with members of communities. Teresa asked Rheena to set up opportunities for committee members to ride along with NHOW to check out the communities. Al is interested in going to the Bayview. Rheena will set up appointments with NHOW.

Population/Target Clients:
Mazdak reported that he will meet with LYRIC next week.

Teresa reported that she and three young people visited Good Vibrations. Unfortunately, Jo Ellen was not there but the young people enjoyed the experience. She also talked about an issue raised by the young people, the accessibility of hormones to transgendered young people.

The group discussed ideas for working with transgendered communities. Ideas included inviting Janetta, Carla, and Jo Ellen to come to the next Community Liaison Committee meeting. Discuss having a transgender sensitivity presentation at a Council meeting (is currently an issue on the Parking Lot). Teresa mentioned that it might make sense to focus on one topic, such as the transgendered community, and working to ensure Council sensitivity, identifying prevention needs, and discussing follow-up issues.

5. Discussion on the Role of Media:
This issue was referred to the committee from the Steering Committee. Mazdak talked about his idea (see his e-mail to the Steering Committee). He would like the committee to discuss this next month. Also, he is interested in hearing about evaluation of social marketing, such as learning what Better World Advertising has done to evaluate the social marketing campaign. CLC would like a presentation on media and its potential uses-will present this idea to the Steering Committee.

- **6. Next Meeting Agenda Items:+**
- Process evaluation discussion
- Set regular meeting time

Next Meeting: Thursday, May 10, 3:00 to 5:00 PM (meeting was rescheduled for May 16, 2001 from 9:30 to 11AM).

Minutes recorded by Tracey Packer. Reviewed by Teresa Betancourt.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee
Wednesday, May 16th, 2001
9:30-11AM
25 Van Ness Ave. 6th Floor
San Francisco

AGENDA

1.	Welcome and Announcements	9:30-9:40 AM
2.	Public Comment	9:40-9:50 AM
3.	Approve April minutes (possible vote)	9:50-10:00 AM
4.	Process Evaluation Presentation/Discussion (possible vote)	10:00-10:20 AM
5.	Discussion on Working with Selected Communities ?? Transgender ?? Youth ?? Neighborhoods	10:20-11:10 AM
6.	Select Next Meeting Time & Date (possible vote)	11:10-11:20 PM
7.	June Agenda, Closing and Evaluation	11:20-11:30 PM

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HPPC
COMMUNITY LIAISON MEETING
ACTION MINUTES
MAY 16, 2001

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Members Present: John Newmeyer, Rheena Yangson, Al Cunningham

Members Absent: Teresa Betancourt, Erick Brown, Steven Tierney

Support Staff: Kevin Roe (CHSG), Lisa Reyes (HPS)

Guest: Maureen McGee, Carla Clynes

1. **Welcome and Announcements:**
Al reminded members of John Blake West's memorial service this coming Saturday at 2:30PM at Golden Gate Park

Lisa announced The African American Health Summit which will be on June 29th, at the State Bldg.

2. **Public Comment**
Maureen McGee introduced herself and announced that she found out about our meeting through the DPH website, and just came to observe. She also announced that she will be starting the San Diego's MPH program in the fall of this year.

3. **Minutes approved by consensus with a small change in the date of the next meeting.**

4. **Process Evaluation:**
Kevin Roe asked the members of this committee the following questions:
- What works?
- What have been barriers for this committee?
- What is needed for this committee to achieve it's goals

Kevin also stated that this group chose to add the following question to the evaluation comment form of this committee:
"Were you able to participate meaningfully today? What make it meaningful to you? If you were not able to participate meaningfully, what hindered your participation?"
Kevin also asked the group the following question: "How can transfer that discussion to the full HPPC?"

Strenghts:
- Diversity
- Open to communication
- Thoughtful regarding people's time and schedule
- Likes that this committee is easier, because it is much smaller
- Developed stronger relationship
- Informal and smaller settings
- Have been able to define our work

Challenges
- Attendance

- Coming up with a mutual meeting time

What we need

- 3-year vision Vs. 1 year vision
- Carla spoke on some of the transgender community needs:
  - Regular outreach activity at night, after midnight- near Polk and Eddy.
  - Have interventions inside/outside Esta Noche - No condoms at Esta Noche

Barriers:

✓Participation
✓HPPC requires a lot of time and so do agencies. Agency need and unflexibility.
✓Need to get more creative. More conference calls.
✓Very time consuming
✓Regular meeting time

To do: Talk about meaningful participation at July agenda and present to the HPPC

5. Discussion on Working with Selected Communities

Neighborhoods:

✓Rheena gave an update of her discussion with Neighborhood Health on Wheels Staff (NHOW). She would like this group to consider checking out NHOW; see what needs of the clients who utilize services are; strategize onways to achieve our goals.
✓Rheena asked for people schedules so she can coordinate some activities with NHOW.

Youth

✓Al stated the importance of youth voice now that Mazdak has left. Rheena will call Teresa to see where the Youth Working Group is still meeting?
Let it be known that their voice is valuable.
Rheena suggested going to the Wedge Program, or piggy backing on their presentation as a way of recruiting youth.

Transgender Community

Carla Clynes came as a guest and she spoke on some of the issues of the transgender community.

- She mentioned that the transgender community is not aware that this body (HPPC) exists. A member asked of any suggestions of getting the work out to this community. She suggested outreach: and coming in contact with one of their "community leaders."
- She also mentioned that most transgenders, but not all, are engaged in sex work/drugs. When someone is using drugs or dealing with other life issues, interest in the HPPC becomes very low priority.
- She expressed the need for interventions/services to go to where they are.
- She mentioned that their are lots of language barriers for both Latinos and API transgendered people
- She expressed that there are many complicated issues surrounding hormones and sexual reassignment surgery.
- A lot of transgenders do not work for agencies because the money cannot cover all of their need, such as hormones, surgeries, etc.
- Target areas for interventions are the straight bars in the Excelsior neighborhood on Mission Street, between 21st-32nd Streets., also the bar called the End Up.
- She expressed that the community is hurt by the fact that when agencies try to give services to the transgender community, that crossressers/drag queens tend to receive most services. She stated that the drag queen community and the transgender community is not the same, and that services should be specific for transgendered people.

- She expressed that providers/agencies need to be educated on transgender issues so that they can provided better, non-judgemental services.
- She stated that Harder & Co did a small focus group with men who have sex with MTF transgender people, in which the men claimed that they were always tops the transgender women. Carla claimed that this is not the case, she stated that the MTF transgenders are tops 100% of the time. She stated in regards to men who have sex with transgenders that: "these men loved to be fucked and they love to suck and they don't want a gay men to do this with".
- She expressed that there is a low incidence of injection drug use among MTF transgenders, but that they do use needles for hormones/silicone but rarely to use street drugs.
- Other challenges that she feels members of her community deal with are: transitional issues, harassment by cops, cholos in the Mission, and that they are easily targeted.
- She expressed that FTM/MTF are totally different and cannot be lumped together
- She stated that there is stigma within community if one is HIV+

Follow-up

- Al and the committee thanked Carla for her powerful and insightful presentation
- This committee will recommend that this be presented at a HPPC meeting, perhaps in July. Carla expressed that she would like to bring guest speakers to that meeting
- Al recommended that Carla continue to advise us at our future meetings.

6. Select Next Meeting Time

This group agreed upon a set meeting time for future Community Liaison Committee meetings. Future meetings will be held on the 3rd Wednesday of every month from 9:30 to 11AM. The committee suggested that a beverage is sufficient for future meetings.

7. June Agenda, Closing and Evaluation

Co-chairs and Lisa will meet to plan June agenda
Next Meeting: June 20th, at 9:30

Meeting adjourned at 11AM

Minutes prepared by Lisa Reyes, reviewed by Al Cunningham

HIV PREVENTION PLANNING COUNCIL (HPPC)

CITY AND COUNTY OF SAN FRANCISCO

Community Liaison Committee

Wednesday, June 20th, 2001
9:30-11:00 AM
25 Van Ness Ave. 5th Floor Conference Room
San Francisco

AGENDA

1. Welcome and Announcements — 9:30-9:35 AM
2. Public Comment — 9:35-9:45 AM
3. Approve May minutes (possible vote) — 9:45-9:50 AM
4. NHOW Presentation/ Q & A — 9:50-10:20 AM
5. Discussion on Working with Selected Communities (possible vote) — 10:20-10:40 AM
   - Transgender
     - FTM representation at HPPC
   - Youth
     - Youth representation at HPPC
   - Neighborhoods
     - Select Neighborhood/Agency to host HPPC meeting
     - Brainstorm date
6. Discussion on Co-Sponsoring HPS Community Needs Forums — 10:40-10:55 AM
   - Review Needs Assessment Parking Lot (possible vote)
7. Closing and Evaluation — 10:55-11:00 AM

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HPPC
COMMUNITY LIAISON MEETING
ACTION MINUTES
June 20th, 2001

Members Present: John Newmeyer, Rheena Yangson, Teresa Betancourt, Lisa Reyes, Steven Tierney, Edd Lee

Members Absent: Erick Brown, Al Cunningham

Support Staff: Kevin Roe (CHSG)

Guests: James Rapues, Neighborhood Health on Wheels

1. **Welcome and Announcements:**
Teresa announced that she has a conflict with the current meeting time. She stated that the 3rd Wednesday of the month works fine, but the time doesn't. She asked if the committee would be able to meet from 10:30 to 12 PM. The committee approved this time by consensus.

The new meeting time and date for this committee is: third Wednesday of every month from 10:30 to 12 PM.

This group also expressed that a shorter meeting will work well and that they appreciate 1.5 hour meetings.

2. **Public Comment**
None

3. **Minutes**
June minutes were approved by consensus.
John thanked the staff for including much of Carla Clynes' presentation in the minutes.

4. **Presentation by Neighborhood Health on Wheels (NHOW)**
James Rapues came to the meeting to discuss the work that the NHOW van is doing in different neighborhoods of San Francisco.

We discussed ways in which interested members of the community liaison committee could support NHOW, as well as learn about different communities and community needs.

For more info about on NHOW, you can visit their website at:

http://www.hivstopswithme.org/2001/nhow.html

5. **Discussion on Working with Selected Communities**
This group brainstormed ideas on recruiting selected members from the community that are under-represented on the council such as: youth/youth providers; transgender individuals, someone from forensics. Teresa, John, and Lisa have agreed to call members from these communities to see if they are interested in becoming a committee/council member.

This group brainstormed the idea of holding an HPPC meeting in a SF neighborhood. Members discussed this option and decided upon the Mission as a neighborhood to hold a HPPC meeting. It was suggested to hold this meeting at Instituto Familiar de la Raza's newest location on Mission Street. Members agreed that other HIV prevention agencies in the Mission should be invited to this meeting, and be asked to talk about their agencies. Members suggested that this take place in September, so that there is sufficient time to plan logistics and place it on the meetings agenda.

6. Agenda, Closing and Evaluation

Co-chairs and Lisa will meet to plan July agenda

Next Meeting: June 20th, from 10:30-12:00 at Mission Neighborhood Health Center

Meeting adjourned at 11AM

Minutes prepared by Lisa Reyes, reviewed by Teresa Betancourt

HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee
Wednesday, July 18th, 2001
10:30-12:00 PM
Mission Neighborhood Health Center
240 Shotwell Street, SF

AGENDA

1.	Welcome and Announcements	10:30-10:35 AM
2.	Public Comment	10:35-10:45 AM
3.	Approve June minutes (possible vote)	10:45-10:50 AM
4.	Update from Members of Possible New Recruits	10:50-11:10 AM
5.	Discuss September HPPC Meeting (possible vote)	11:10-11:40 AM
6.	Membership Committee Discussion (possible vote)	11:40-11:50 AM
7.	Closing and Evaluation	11:50-12:00 PM

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HPPC
Community Liaison Meeting
Action Minutes
July 18, 2001

Members Present: Teresa Betancourt, Erick Brown, Al Cunningham, Edd Lee, John Newmeyer, Steven Tierney, Rheena Yangson

Support Staff: Eileen Loughran (HPS), Lisa Reyes (HPS)

Guest: Jacob Livingood (Stop AIDS), Christen Mencello (Stop AIDS)

1. **Welcome and Announcements:** Teresa was pleased to welcome us to MNHC, our first meeting held in the community. John Newmeyer introduced his guest, Christen Mencello of Stop AIDS. Christen is a development associate who works primarily in fundraising, community events, and donor relations. Rheena Yangson introduced her guest Jacob Livingood of Stop AIDS. He is the Community Organizer for SOMA and the Bayview District. He is responsible for outreach and condom distribution in these areas. He has previous experience working on a community committee. Rheena announced that she is taking a leave while she looks for a new job. She will continue on with the committee if her new position allows.

   Lisa announced that the membership committee will need some help during the HPPC recruitment period. Al, Erick, and Teresa volunteered to help screen and interview applicants.

   Edd announced that he will not be at the August 15th meeting because he will be at a Conference.

2. **Public Comment:** No Public Comment

3. **Approve minutes:** Minutes approved by consensus. Al abstained because he wasn't at the last meeting.

4. **Scope of Work/Target Populations/ Meaningful Participation Discussion:** Al spoke to our guests about how we are trying to expand the diversity of the Council.

   Lisa revisited the scope of work for the committee to inform our two guests.

   Teresa explained to our guests the option of joining the committee and/or the HPPC.

   Steven suggested we revisit why we want to hold our meetings in the community:
   - better communication
   - getting people to participate
   - connect action to going to the community
   - identifying service gaps in community
   - possibly funding a new program

Al supported Steven and mentioned that we should have a protocol for meetings in the community. Al and Teresa agreed to develop guidelines for our community meetings.

Edd brought up concerns about not being clear on our goals of going into the community.

Steven clarified our mission:
Talking about prevention
Making changes to current policies
Inform community that HPPC is "back in action".

5. **Select Next Meeting Time & Place:**
The group agreed to continue to hold the meeting from 10:30-12 on the 3rd Wednesday of the month. Meetings will be held at varying community locations. Edd suggested developing a schedule for community meetings. He requested November's meeting be held at API wellness Center, and January's meeting be held at EROS. Other suggested meeting places were Treasure Island, Maxine Hall Health Center, HAFC, STOP AIDS Project, and Ella hutch Community Center.

6. **August Agenda, Closing, and Evaluation:**
Next meeting: August 15th at South East Health Center

Meeting adjourned at 12 noon

HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee
Wednesday, September 19th, 2001
10:30-12:00 PM
AIDS Office
25 Van Ness Avenue, Suite 500

AGENDA

1.	Welcome and Announcements	10:30-10:35 AM
2.	Public Comment	10:35-10:45 AM
3.	Approve July minutes (possible vote)	10:45-10:50 AM
4.	Plan October HPPC meeting	10:50-11:50 AM
5.	Closing and Evaluation	11:50-12:00 PM

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HPPC
Community Liaison Meeting
Action Minutes
September 19, 2001

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Members Present: Teresa Betancourt, Al Cunningham

Support Staff: Eileen Loughran (HPS), Lisa Reyes (HPS)

1. **Welcome and Announcements:** Lisa welcomed the group to the AIDS Office. Everyone had an opportunity to reconnect after the 9/11 tragedy.

   Al announced that he has been going through a lot of change in his life and will be moving to a new apartment this weekend. The group wished him the best with his move, and offered him support in this time of change.

   Teresa expressed her concerns about STD infection amongst young women. She explained how she is concerned about the young women she sees at MNHC who repeatedly have multiple STDs. Teresa wants to bring this information to the Council to highlight the correlation between emergency contraception, STDs, and HIV.

   Al expressed concerns about the DPH travel policy. He feels that it can be limiting to those who do not have credit cards, or cash available to cover the cost of the travel. He feels that this could have an impact on "meaningful participation". The group supported Al in bringing up the discussion of DPH travel at the next Steering committee.

2. **Public Comment:** No Public Comment

3. **Approve minutes:** Minutes approved by consensus.

4. **Plan October HPPC meeting:** The group had decided at the last meeting to hold October's HPPC meeting at Instituto Familiar de la Raza (IFR). We decided that this would be a good opportunity for agencies in the Mission to give a brief presentation of the HIV prevention services they provide. The group decided that we should limit the agency presentations to four. Each of the four agencies will have 15 minutes to present. The group also decided to provide food from various mission area restaurants. Lisa & Teresa suggested also having a dance troupe perform during the break. After much deliberation, the group decided to contact the following agencies about presenting at the Council meeting: Day Laborer program, Horizons, IFR, and Proyecto. It was decided that MNHC and the Women's building would be called as back up.

5. **Select Next Meeting Time & Place:** The group agreed to meet again if necessary for the planning of the October HPPC meeting. Al suggested having a conference call to finalize the planning. The group agreed to continue to hold the meeting from 10:30-12 on the 3rd Wednesday of the month. Meetings will be held at varying community locations. The group agreed that it would still like to have a committee meeting at South East Health Center.

6. **August Agenda, Closing, and Evaluation:**
   Next meeting: October 17th. Location to be determined

   Meeting adjourned at 12 noon

HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee
Wednesday, October 17, 2001
10:30-12:00 PM
AIDS Office
25 Van Ness Avenue, Suite 500

AGENDA

1.	Welcome and Announcements	10:30-10:40 AM
2.	Public Comment	10:40-10:50 AM
3.	Approve September minutes (possible vote)	10:50-10:55 AM
4.	Update from Steering Representative	
4.	Evaluate/Debrief October HPPC meeting -lessons learned	10:55-11:25 AM
5.	Discuss Future Community Liaison Activities (possible vote) -date -location -theme(s)	11:25-11:50 AM
6.	Closing and Evaluation	11:50-12:00 PM

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HIC Prevention Planning Council
Community Liaison Committee
Action Minutes
October 17th, 2001

Members Present: John Newmeyer, Teresa Betancourt, Edd Lee, Erick Brown, Steven Tierney, Al Cunningham

Members Absent J.Colin Partridge

Guests: Ed Gallager (SPAT/HPPC), Mary Ortega (SPAT/The Arc), Jacob Livengood (Stop AIDS)

Support Staff: Lisa Reyes (HPS)

Welcome and Announcements
Lisa announced that the Membership Committee has recommended 15 new people for HPPC seats. There will be an Orientation for new members on Thursday Nov. 1st from 2-4, and she asked this committee for their support. She also mentioned there will be an informal "Meet and Greet" gathering from 4-5PM in room 330, where new and seasoned members can meet and mingle.

Public Comment
None

Approve September Minutes.
Minutes approved with no changes.

Update from Special Populations Action Team (SPAT)
Mary Ortega and Ed Gallager provided this group information regarding the recently defunded program- SPAT. SPAT's purpose was to find out what the needs where of special populations (people who are visually/hearing impaired, developmentally disabled individual) in terms of HIV/AIDS. They are seeking support from the HPPC to continue their efforts.
Discussion on this issue took place.
Steven made the motion that this committee make a recommendation to Steering that SPAT be added to the list of emerging populations, and that the HPPC focus on this next year.
Motion was seconded by Edd Lee.
All approved the motion.

Update from Steering Representative
Al and Steven gave an update on the Sept. 27th Steering Committee meeting. Issues that were discussed at that meeting were: a discussion on the travel policy for HPPC

members, layout/meeting format for 2002 HPPC meetings, and planning the Oct.11th HPPC meeting.

Evaluate/Debrief October 11th HPPC Meeting
The group talked about the October 11th HPPC meeting which was held at Instituto Familiar de la Raza. Words/phrases that this group used to describe that meeting were:
"eye opening"
"good bridge"
"gave a sense of the work that is going on out there"
"made our work seem less abstract"
"helped me see that prevention work is not just occurring in the Castro"

This group agrees that meeting of this nature should continue. This group also agreed that it would have been nice to include time for questions and closure, and that this be incorporated into future community meetings.

Discuss Future Community Liaison Activities
Al brought up the issue of support local agencies who have been targets of harassment due to federal regulations.

Ed mentioned that he would like this committee to recommend to the HPPC to consider a response against this harassment of local prevention programs.

This group would like to discuss this further and would like 20 minutes of the next CL meeting to focus on this topic.

Additional suggestions where:

Hold a HPPC meeting in the Tenderlion, and include API Wellness Center.

Focus on youth next year.

Next meeting date was changed from Nov. 21st to Nov. 7th from 10-11:30 at the AO.

Meeting adjourned at 12PM

Minutes prepated by Lisa Reyes, review by Teresa Betancourt and Al Cunningham.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee
Wednesday, November 7, 2001
10:30-12:00 PM
AIDS Office
25 Van Ness Avenue, Suite 500

AGENDA

1.	Welcome and Announcements	10:30-10:40 AM
2.	Public Comment	10:40-10:45 AM
3.	Approve September minutes (possible vote)	10:45-10:50 AM
4.	Update from Steering Representative	10:50-10-55 AM
5.	Continuation of discussion on Materials Review	10:55-11:25 AM
6.	Discuss Future Community Liaison Activities (possible vote) -date -location -theme(s)	11:25-11:55 AM
6.	Closing and Evaluation	11:55-12:00 PM

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HIC Prevention Planning Council
Community Liaison Committee
Action Minutes
November 7, 2001

Members Present: John Newmeyer, Edd Lee, Erick Brown, Steven Tierney

Members Absent J. Colin Partridge, Al Cunningham, Teresa Betancourt

Guests: Steve Gibson (Stop AIDS), Jacob Livengood (Stop AIDS)

Support Staff: Eileen Loughran (HPS), Kevin Roe (Community Health Studies Group)

Welcome and Announcements
Eileen announced that the Membership Committee has recommended 14 new people for HPPC seats. There was an Orientation for new members on Thursday Nov. 1st from 2-4, and she thanked the committee for their support. Eileen explained that Teresa had a sudden emergency with one of her clients, and therefore was unable to attend the meeting.

Public Comment
None

Approve September Minutes.
Minutes approved with no changes.

Update from Steering Representative
The Steering Committee Representative was not at this meeting, however the group did discuss the possible changes in layout/meeting format for 2002 HPPC meetings.

Discuss Future Community Liaison Activities
The group continued its discussion about where to hold future HPPC meetings, as well as Community Liaison committee meetings. Edd suggested that we hold an HPPC meeting in the Tenderlion. The group brainstormed about possible locations that would be able to comfortably accommodate the HPPC. It was mentioned that the tenderloin is convenient and easily accessible by public transportation. Some possible locations include, Glide, Shanti, YMCA, the Public Library, and the State Building. Edd informed the group that he would like API Wellness center to be involved, but they do not have a large enough meeting space.

It was suggested that future meetings held in the community be structured to include small group activities or more interactive dialogue.

The group decided that future CL meeting sites should coincide with the HPPC meeting sites. For example, if a future HPPC meeting is scheduled for the Tenderloin, then the preceding Community Liaison Committee meeting will also be held in the Tenderloin. The group felt that perhaps this would help in the planning of the much larger HPPC meetings.

The group decided to revisit this discussion once the HPPC and the Committee format was finalized.

The group also expressed interest in viewing a list of which agencies got funded for which interventions.

Materials Review Discussion

Steven Tierney gave the group an update on what is happening with federal regulations regarding Materials Review of HIV prevention materials.

Steve Gibson, of the Stop AIDS Project, gave the group an update on how this agency has been dealing with the federal requirements.

Future discussions will include how to respond to federal restrictions on a local level.

Closing

Next meeting date is December 19th from 10:30-12:00 at the AO.

Meeting adjourned at 11:30 AM

Minutes prepared by Eileen Loughran, reviewed by Teresa Betancourt and Al Cunningham.

HIV PREVENTION PLANNING COUNCIL (HPPC)

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Community Liaison Committee
Wednesday, December 19, 2001
10:30-12:00 PM
AIDS Office
25 Van Ness Avenue, Suite 500

AGENDA

1.	Welcome and Announcements	10.30-10:40 AM
2.	Public Comment	10:40-10:45 AM
3.	Approve November minutes (possible vote)	10 45-10 50 AM
4	Update from Steering Representative	10:50-10-55 AM
5	Discussion of Plans for 2002/Review Scope of Work (possible vote)	10:55-11:50 AM
6	Closing and Evaluation	11:50-12.00 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
February 14, 2002
3:00 - 4:30pm
25 Van Ness Avenue, Suite 330B
San Francisco

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Scope of Work & Timeline (vote)	3:20-3:40
4. Elect Committee Chair/Co-chairs (vote) & -Community Members Discussion -Roles & responsibilities of members & staff	3:40-3:50
5. Select Regular Meeting Time (vote)	3:50-4:00
6. Process Evaluation Discussion	4:00-4:10
7. Closing and Evaluation	4:10-4:15
8. Refreshments & Socializing	4:15-4:30

next meeting will be ??????????????????

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HIV Prevention Planning Council
Community Liaison Committee
Action Minutes
February 14,2002

Members Present: Erick Brown, Amber Gray, Rev. Yvette Flunder, Edd Lee, Marcel Miranda, Rebecca Rodriguez, Eileen Loughran (HPS),

Members Absent Teresa Betancourt, Deborah Oliver-Wilson

Support Staff: Tracey Packer (HPS), Kevin Roe (Community Health Studies Group)

Welcome and Announcements
Erick called the meeting to order at 3:20 pm. He welcomed the group and asked for announcements. It was announced that Michael Petrelis and David Pasquarelli were released from jail (on bail).

Public Comment
The issue of Michael Petrelis and David Pasquarelli attending HPPC meetings and affecting community members' input to decision-making was raised.

The group suggested that this committee recommend to the Co-chairs that meetings be facilitated differently when the activists are present.

They asked that we research the possibility of getting a restraining order to keep Pasquarelli and Petrelis out of HPPC meetings.

It was suggested that we write a letter to the Nation to get our point of view out there to the public.

Scope of Work & Timeline
The group discussed the scope of work.

They recommended the scope of work include activities such as writing letters and public response.

It was suggested that the group continue its work from last year.

Yvette suggested that we hold all committee meetings in the community. Yvette expressed concerns with the group: 1) If we must choose locations, how will we determine which community to go to? 2) What will we do with the information we gather? 3) Once we hear a groups' needs, how will we be sure to meet them?

Marcel suggested holding most of the committee meetings in the community, and to bring the information and knowledge we get to the Emerging Populations Committee.

Amber expressed her interest in mental health, and any programs which provide these services. She also had concerns about funding for mental health programs.

The group discussed setting a schedule of committee meetings in the community as well as HPPC meetings in the community. Eileen and Edd suggested that we limit the number of full council meetings held in the community due to the amount of work and time involved in setting them up. Edd mentioned all the hard work involved in arranging the October council meeting held at Instituto.

The group also expressed interest in viewing a list of which agencies got funded for which interventions.

Edd suggested that the group prepare for the next meeting by writing out what they would like to see as the goals of the community liaison committee. A regular meeting time will also be selected at the next meeting.

Process Evaluation Discussion

Kevin Roe opened the discussion by informing people that the group can choose their method for evaluating the committee process.

Kevin suggested several options that are available for the evaluation process. The group agreed by consensus to have a quarterly process check in during meetings.

Elect Committee Chair

Erick Brown was elected Chair by consensus.
He welcomed another member to join him as Co-chair. The discussion will continue at next meeting.

Closing

Next meeting date is March 21st from 1:30-3:00, in the 5th floor conference room at the AO.

Meeting adjourned at 4:30 PM

Minutes prepared by Eileen Loughran and Tracey Packer, reviewed by Erick Brown.

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
March 21, 2002
1:30 - 3:00pm
25 Van Ness Avenue, Suite 330A
San Francisco

AGENDA

1. Welcome and Announcements	1:30-1:40
2. Public Comment	1:40-1:50
3. Approve February minutes(vote)	1:50-1:55
4. Report from Steering	1:55-2:05
5. Elect Committee Co-chair (vote) & -Community Members Discussion -Roles & responsibilities of members & staff	2:05 -2:15
6. Select Regular Meeting Time (vote)	2:15-2:20
7. Scope of Work - Check-in with members about their goals for the committee - Discuss & prioritize goals for committee - Develop timeline - Select Community locations	2:20-2:50
8. Closing and Evaluation	2:50-3:00

Next meeting will be Thursday April 11th , 2002 from 3:00- 4:30 PM

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HIV Prevention Planning Council
Community Liaison Committee
Action Minutes
March 21,2002

Members Present: Teresa Betancourt, Erick Brown, Rev. Yvette Flunder, Edd Lee, Marcel Miranda, Eileen Loughran (HPS),

Members Absent Amber Gray, Rebecca Rodriguez, Deborah Oliver-Wilson

Support Staff: Tracey Packer (HPS)

Welcome and Announcements
Erick called the meeting to order at 1:40 pm. He welcomed the group and asked for announcements.

Public Comment
None

New Business
- The group wanted to know how the concerns we discussed at the last meeting are being followed up. The group had suggested at the last meeting that we recommend to the co-chairs that meetings be facilitated with a focus on safety when activists are present. It was announced that this has been brought to Co-chairs, and we will ask Tracey to give an update at the next meeting.
- It was suggested that we include instruments, and other relevant background paperwork out with the HPPC mailings. This will allow members to familiarize themselves with presentations before the Council meeting. Members felt that this would give them a better understanding of the research presented, and allow for more critical questions.

Approve February minutes
The minutes were approved by consensus.

Report from Steering
Erick gave an update from the Steering Committee:
- Each committee gave an update on their goals and scope of work. He mentioned that Israel is interested in working with this committee to learn about the gaps in services in different communities.
- He mentioned that the committee is discussing the possibility of updating the 2001 Epi Chapter of the Plan to include the latest census data for San Francisco.

- The group discussed the need and importance to diversify the committees, encouraged members to recruit community members, particularly women and people of color to join.
- The Steering Committee will need to put together a timeline/calendar to work out the meeting dates in July & August. The HPPC will be working on the Cooperative Agreement, and will need to allow time for the Council to vote on it, and make any changes if necessary before deadline.
- Biosketches- It was brought up that this would be a good way for members to get to know each other, and what each member brings to the council. Process evaluation has done these biosketches for council members in the past, so they will take the lead on this. The process team handed out paperwork for these biosketches at the 3/14 Council meeting.

Elect Committee Chair
Marcel Miranda was elected Co-Chair by consensus. Erick will be the Steering committee representative.

Select Regular Meeting Time
The group discussed meeting times, and decided that they will meet every other month on the 2nd Thursday, from 3:00-4:30. The group decided that all other meetings would be scheduled by individual task force for community committee meetings.

Scope of Work & Timeline
- The group discussed the scope of work.
- It was suggested that the group continue its work from last year.
- Yvette suggested that we hold more committee meetings in the community. She expressed her commitment to working, and meeting in the community.
- Marcel shared his vision of the Community Liaison Committee with the group. Marcel recommended holding a few committee meetings in the community as well as a full council meeting. He also suggested that we share the information and knowledge we gather from the community to the Emerging Populations Committee.
- Tracey suggested that the committee also work on distributing the Condensed Plan to the community.
- The group agreed that they could develop a list of agencies, HMOs, and other organizations to distribute the plan.
- The group discussed setting a schedule of committee meetings in the community as well as HPPC meetings in the community. The group felt that three committee meetings in the community would be substantial. It was suggested that we limit the number of full council meetings held in the community due to the amount of work and time involved in setting them up. Edd suggested we have one full Council meeting in the Community in the fall. The group agreed that

September would be a good time to schedule this meeting. Edd will bring this to Co-chairs today when they finalize the HPPC Calendar of Events 2002.

- Members discussed communities that they would like to hold a committee meeting. Several members of the group mentioned BVHP, Soma/ 6th street corridor, Tenderloin, and Treasure Island. The group expressed an interest in holding the large Council meeting in the Bayview Hunter's Point area. This discussion and vote will continue at the next committee meeting.
- The group also expressed interest in viewing a list of which agencies got funded for which interventions. A draft will be emailed to members.

Process Evaluation

The group agreed by consensus to have a quarterly process check in during meetings. The next process check-in will be at the April 11th meeting.

Closing

Next meeting date is April 11th from 3:00-4:30, on the 3rd floor room 330B

Meeting adjourned at 3:00 PM

Minutes prepared by Eileen Loughran and Tracey Packer, reviewed by Erick Brown.

5

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
April 11th, 2002
3:00 - 4:15pm
25 Van Ness Avenue, Suite 330A
San Francisco

AGENDA

1. Welcome and Announcements — 3:00-3:10
2. Public Comment — 3:10-3:20
3. Approve March minutes(vote) — 3:20-3:25
4. Report from Steering — 3:25-3:35
5. Community Meetings — 3:40-4:00
   - -Finalize Community locations
   - -Develop timeline
   - -Who, What, Where, and When?
6. Discuss & Develop distribution list for Plan — 4:00-4:15
7. Closing and Evaluation — 4:15-4:30

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Next meeting will be Thursday June 13th, 2002 from 3:00- 4:30 PM

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COMMUNITY LIAISON COMMITTEE
APRIL 11, 2002
MINUTES

Members Present: Teresa Betancourt, Erick Brown, Edd Lee, Eileen Loughran, Deborah Oliver-Wilson, Rebecca Rodriguez.

Members Absent: Yvette Flunder, Amber Gray, Marcel Miranda

Staff: Tracey Packer (HPS)

1. **Welcome and Announcements:**
   Tracey announced that Janetta stepped down as Community Co-Chair and there will be a call for nominations for the position.

2. **Public Comment: None**

3. **Approve March Minutes:** Approved by consensus.

4. **Report from Steering:** Erick highlighted the main outcomes of the meeting.

5. **Community Meetings:**

   - Erick reviewed the decisions from the last meeting, that three committee meetings would be held in the Bayview/Hunters Point (BVHP) neighborhood, and/or SOMA, Treasure Island, Tenderloin/6th Street neighborhoods. A council meeting will be held in September in Bayview as a second phase of community meetings. A committee meeting will be held there first. Community members, service providers, and district supervisors will be invited to these meetings.

   - The group discussed the other neighborhoods as possible community committee sites. It was noted that Treasure Island (TI) has no services. The Tenderloin (TL) has services but there aren't strong connections overall. The TL includes many different populations and is accessible to providers. There was some discussion of including TI into BVHP.

   - The TI could be a good place for presenting the Condensed Plan. The group decided to make a field trip as an "investigative" trip to the TI to learn about services and HIV issues.

   - Erick summarized the discussion and asked the group to talk about meetings in TL and the 6th Street Corridor section of SOMA. Edd noted that Marcel offered Glide for a meeting in the TL and Yvette offered the Ark of Refuge in SOMA

- Edd suggested a committee meeting in Bayview in May, the field trip to TI in August and September BVHP, HPPC meeting. Edd suggested that the committee ask Marcel and Yvette when it would be best to have meetings in their neighborhoods.

  Please note: The next committee meeting is scheduled for June 13. The Committee Co-Chairs will be meeting to discuss the calendar and future meetings.)

- Deborah suggested Southeast Community College for the HPPC meeting in September.

- Erick summarized the plan for community committee meetings. The committee would invite community members to come to the meeting and respond to 4 or 5 areas of questions. Edd noted that in Bayview we should ensure that the committee meeting contributes to the planning for the HPPC meeting.

- The following groups have held community forums in the Bayview and may contribute to our planning. The committee could look into what they found out.

AACHIE – Cynthia Selmar
ICHO
SEHC
Mosaic

- Rebecca recommended that when we report back in the community, we should have representatives from the agencies that could provide the requested services.

- Edd – CLC could write letters to service providers identifying the issues related to health and identifying gaps in services. He also suggested that the committee could write an assessment of the communities' we visit, and share this information with the Council, and the HIV Prevention Section.

6. **Closing:** Next meeting date is June 13th from 3:00-4:30, in the 5th floor conference room.

   Meeting adjourned at 4:35 PM

Minutes prepared by Tracey Packer and Eileen Loughran, reviewed by Erick Brown.

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
June 13th, 2002
2:00 - 3:30pm
Southeast Health Center
2401 Keith Street (near Armstrong)
San Francisco

AGENDA

1. Welcome and Announcements	2:00-2:05
2. Public Comment	2:05-2:15
3. Approve April minutes (vote)	2:15-2:20
4. Report from Steering Committee	2:20-2:25
5. Background Information: What we've learned about HIV in the Bayview Hunter's Point Neighborhood	2:25-2:35
6. Community providers: What's really going on?	2:35-2:55
7. Planning September Council meeting -Who, What, Where, and When	2:55-3:05
8. Community Meetings -Develop timeline for the year (Aug.,Oct.,Dec.) - Next meeting - Discuss & Develop distribution list for Plan	3:05-3:15
8. Closing and Evaluation	3:15-3:30

Next meeting will be Thursday August 8th, 2002 from 3:00- 4:30 PM

NOTE: All meetings are open to the public and are held in handicapped accessible facilities.
Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee Meeting
Action Minutes
June 13, 2002

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Members Present: Teresa Betencourt, Erick Brown, Marcel Miranda, Rebecca Rodriquez, Eileen Loughran

Members Absent: Yvette Flunder, Amber Grey, Edd Lee, Deborah Oliver-Wilson

Staff: Tracey Packer (HPS), Kevin Roe (Process Evaluation Team), David Weinman (Note Taker)

Meeting was held at:
Southeast Health Center
2401 Keith Street / San Francisco

1. **Welcome and Announcements:**
   - Erick Brown called the meeting to order at 2:04 PM.
   - Teresa announced that a party Tuesday, June 18th "Latinos en Extasis," will celebrate the commencement of the youth program's fifth year, and that they have received funding for an additional three years.
   - Teresa said they are looking for Peer Educators (aged 12-18) to work five hours a week and earning $100 per month. They are also looking for a Social Worker for the Teen Clinic, and that the Health Center is also hiring.
   - Tracey announced that the Co-Chairs want Council members to meet at the AIDS Office on Thursday, August 8 during committee meetings, to vote on the Letter of Concurrence with the Cooperative Agreement.
   - Erick and Teresa participated in a pilot program of the Institute for HIV Prevention & Leadership, associated with the CDC. Its purpose to help establish leadership in CBOs. The University of South Carolina designed the course work. Both Erick and Teresa found it practical and useful.
   - Eileen passed around forms regarding Core Objectives to Members who had not previously responded.

2. **Public Comment:**
   None

3. **Approve Minutes from April 11th Meeting:**
   The minutes for the April 11th Meeting were approved by consensus.

4. **Report from Steering Committee:**
   - Erick reported the meeting was short due to the facilitation training.
   - It was reported that the Cooperative Agreement is under construction.

- The Research Committee updated group on their progress.
- August 8th is the expected date of the Letter of Concurrence.
- The Membership Committee gave an update on the upcoming Diversity Training for Council members.

5. **Background Information: What we've learned about HIV in the Bayview Hunter's Point Neighborhood.**
   - Eileen & Tracey passed around a report on this subject, a copy of which will be forwarded to absent Committee members.
   - Tracey reviewed the report highlighting:
     - HIV incidence and prevalence data is based on estimates, AIDS cases data is based on reported cases.
     - African Americans comprise 14% of the AIDS cases, but only 9% of the SF population.
     - The Bayview Hunter's Point neighborhood hit particularly hard by the epidemic.
     - Information provided for background.

6. **Community providers: What's really going on?**
   - Erick pointed out that the Committee is looking for information regarding the Bayview Hunter's Point neighborhood that it can take back to the Council. He introduced Randy Campbell of the Institute for Community Health Outreach who stated:
     - There is a good deal of community "apathy and paranoia" regarding how people will be treated if their status is widely known.
     - This is a "tough area" to work and to get people to come forward, and that:
       - There are many more HIV positive people than reported -- there is a great deal of anecdotal data to support this.
       - Many local HIV positive people won't come in to the Health Center for services.
       - There remains a stigma attached to HIV/AIDS in the neighborhood.
   - In response to Marcel asking what is needed, Randy said:
     - More coordination between groups working in neighborhood
   - Responding to Teresa's questions about past efforts at coordination Randy stated:
     - Groups need to be visible in the neighborhood
     - Outreach workers are too often unsupervised and inadequately trained
       - ICHO outreach workers are actively supervised
       - Overall need to build good, reliable, communication between organizations.
   - Eileen asked about the upcoming Health Fair. Randy indicated that ICHO will be there, but does not know which other organizations will participate. Marcel said that he will be there, and agreed that it has been hard to find out who else will participate. Responding to Tracey's question, Randy indicated that he was unaware of any collaborative planning.

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- Randy said that lacal peaple dan't always believe infarmatian given aut by variaus organizatians. Althaugh ICHO warkers are trained ta discuss infectian, drugs, and ather health issues in depth, athers have nat been well trained and have last credibility.
- Respanding ta Erick's questian, Randy stated that many peaple leave the neighbarhaad when the are diagnased with HIV/AIDS
  - They ga primarily ta either the Tenderlain ar Missian.
  - The neighbarhaad is particularly difficult far gay people.
  - Many access services in other areas while continuing to live in Bayview Hunter's Paint.
- Randy said that at the beginning af the day the waiting raam is usually full, that people tend ta knaw each ather, making it difficult ta access HIV services while staying ananymaus.
- Randy stated that they have Needle Exchange twa days a week, which he believes is sufficient, and that it is caardinated with the Methadane van.
- Randy said that the task af HIV preventian warkers is:
  - Being There,
  - Being Credible,
  - Talking with Peaple and
  - Getting it Dane.
- He stated that his biggest frustration is organizational "Politics."
- When Tracey asked what he wauld da with an additianal $50K in funding Randy said that he'd laak far mare peaple wha can da '*real*' autreach. He painted aut that this is a talent and many workers have taa many pretenses ta be effective at outreach; that it takes a nan-judgmental persanality. He stated that skills and education give these people credibility. He said, "I wauld facus on good, credible, autreach."
- Marcel asked abaut the new ELI data callectian system. Randy stated that he thaught it might make callecting data mare difficult because it requires sa much persanal identifying infarmatian.
- Tracey said that the Committee wauld cantact Randy and Pete McCay regarding the September meeting.

7. **Planning September Council Meeting:**
   - Cauncil Meeting September 12th – Bayview Hunter's Point.
   - Erick, Teresa, and Rebecca valunteered to serve as Task Force to organize; Tracey will help caardinate. They are ta meet 2:00 PM, July 11th at City Hall.

8. **Community Meetings:**

   - Next Meeting -- August 8th Field Trip ta Treasure Island, 2:00 – 3:30 PM
     - Erick affered the Cathalic Charities van ta pick up and deliver participants
   - Meeting at Glide an October 10th
     - Mave the time ta 11:00 – 12:30 and include Glide's (famaus) Fried Chicken Lunch

- Invite Co-Chairs
- Marcel and Erick volunteered to organize and will coordinate with Eileen and Tracey.

9. **Closing and Evaluation**:
   - Kevin asked what is working well and what can be improved.
     - Rebecca stated that meeting in the community is of value
     - Marcel expressed that the staff provides good support
     - Teresa stated that members need to become more involved that there is a problem with commitment and attendance
       - Kevin sated that this has been a problem throughout HPPC
     - Teresa also stated that since the Committee is meeting less, members are disconnected
       - Erick suggested that sub-committees could meet more often. He also said that when they meet the Committee picks up from where it has left off, and that there is a good deal of personal contact between meetings.
     - Rebecca said that Committee members are non-judgmental and accessible which encourages good communication, and that it is comfortable asking questions.
     - Erick said that the number of people attending meetings encourages communication.
     - Eileen stated that going to different agencies for meetings puts a personal face on issues the Committee deals with.
     - Teresa stated that agencies need to be aware of the Committee meetings if they are funded by the AIDS Office.
     - Marcel stated there is a need to "de-mystify" HPPC to the Community.
   - Kevin stated that the Committee is doing "A great job," and that it is good to see a Committee working as a group.

Erick adjourned the meeting at 3:42 PM.

THE NEXT MEETING WILL BE THURSDAY AUGUST 8TH, 2002 FROM 3:00 - 5:00 PM

Minutes were prepared by David Weinman, reviewed by Eileen Loughran, Tracey Packer, and Erick Brown.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee

October 17, 2002
11:00am - 12:30pm
Glide
330 Ellis Street (near Taylor)
1st floor meeting room
San Francisco

AGENDA

1. Welcome, Introductions, Announcements, and Food — 11:00-11:15

2. Public Comment — 11:15-11:25

3. Approve June minutes (vote) — 11:25-11:30

4. Report from Steering Committee — 11:30-11:35

5. Background Information: What we've learned about HIV in the Tenderloin — 11:35-11:40

6. Community providers: What's really going on? — 11:40-12:20

Questions for the guests: TARC, BCA, Glide, HIV Prevention Project, API Wellness Center, Larkin Street, STOP AIDS Project

1) What do you see as the HIV prevention issues in the community?
2) What does your agency do to address these issues?
3) What gaps do you see and what other services would you like to see available in the community to address them?
4) What role do you see for the HPPC and DPH as your community partners?

7. Summary and Next Steps — 12:20-12:25

8. Closing and Evaluation — 12:25-12:30

Next meeting will be December 12, 2002 from 3:00- 4:30 PM

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee Meeting

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Members Present: Erick Brown, Marcel Miranda, Rebecca Rodriquez, and Eileen Loughran

Members Absent: Teresa Betencourt

Staff: Betty Chan Lew (AIDS Office), Vanessa Lee (AIDS Office), Tracey Packer (HPS), David Weinman (Note Taker)

Council Members: Paul Harkin, Gwen Smith

Community Members: Nina Grossman (SFAF), Dredge Kang (A&PIWC), Peter Morris (Glide), André Robertson (Black Caalitian an AIDS), and Michele Thorsen (TARC),

Guest: Dara Coan (Harder & Co).

Meeting was held at:
Glide
330 Ellis Street / San Francisco

1. **Welcome and Announcements:**
   - Marcel Miranda called the meeting to order at 11:03 AM.
   - Marcel provided background and orientation an Glide and an the 4th Floor Health Care unit.
   - He pointed out that this meeting was one af a series af HPPC meetings in the community; including one Council meeting and three Community Liaison Committee meetings. Reports of the meetings will be made to the HPPC and responses to issues raised at each meeting will be developed by the committee. He nated that STOP AIDS Praject and St. James Infirmary were alsa invited to present, but were unable ta attend taday.

2. **Public Comment:**
   Nane

3. **Approve Minutes from April 11th Meeting:**
   The minutes for the June 13th Meeting were approved by consensus.

4. **Report from Steering Committee:**
   - Tracey Packer reported that the last Steering Committee meeting was in August and that the primary recammendatian was to change to manthly Cauncil Meetings with sharter agendas.

5. **Background Information: What we've learned about HIV in the Tenderloin.**

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- Tracey provided an overview of HIV in the TL excerpted from the 2002 SF HIV Prevention Plan as well as updates: "*HIV Prevalence / HIV Incidence*" and "*AIDS in Tenderloin Neighborhood Fact Sheet I & II.*" (Copies enclosed for absent Members.)
  - ⇨ She pointed out that in the TL there is a high incidence among all risk groups.
  - ⇨ Tracey stated that the numbers do not include the 'homeless' population.
  - ⇨ Marcel asked that the Committee be provided information by BRP, ethnicity and age.
  - ⇨ **Action:** Tracey will collect information and report to the Committee via e-mail (see below).
- Tracey reported that the Incidence and Prevalence reports are based on those tested in SF, and so may be under reported.
- She also said that neighborhood numbers are based on residence, not where tested.

[Update: Cumulative AIDS cases in Tenderloin as of 9/30/02:
1. 2437 males, 122 females, and 97 transgender (TG)*.
2. 29% of TG AIDS were white, 31% were AA, 24% were Latino, and 16% were other.
3. 41% of TG AIDS were MSM, 57% were MSM IDU.

Living AIDS cases in Tenderloin as of 9/30/02:
1. 745 males, 54 females, and 41 TG*.
2. Race and risk distribution among TG living AIDS cases is similar to cumulative TG AIDS cases.

* Transgender is collected only if it is noted in medical records and is likely to be underestimated.]

6. **Community providers: What's really going on?**

André Robertson made a presentation on some of the work being done by the Black Coalition on AIDS, including:

- ⇨ Workshops
- ⇨ Outreach
- ⇨ African American Lesbian & Gay Film Festival
- ⇨ HIV Support
- ⇨ Transitional and Permanent housing
- ⇨ Case Management, and
- ⇨ Man-2-Man group

- He reported that they collaborate with several other community organizations.
- The area served is: South of Market, 6th Street Corridor, and the Tenderloin.
- André also stated that they provide cash incentives for some of their interventions.

Nina Grossman provided an overview of the work being done by the SFAF's HIV Prevention project (HPP), including:

- ⇨ 12 Needle Exchange sites throughout SF
- ⇨ Needle Exchange in TL at Continuum & on 6th Street
- ⇨ Outreach workers
- ⇨ Free clothing and food
- ⇨ Provision of Medical Care with Needle Exchange
  - Not limited to people participating in the exchange.

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- ⇨ Horm reduction work
- ⇨ Referrols

- She stoted thot the progrom hos obout 80 volunteers, possed out opproximotely 2 ½ million syringes in 2001, ond thot about holf their funding comes from The City ond holf from vorious grants.
- She olso noted thot SFAF includes the "*Black Brothers Esteem*" project providing support groups ond social marketing campaigns; os well os the "*Black Leadership Forum*" which sponsors workshops.

Poul Horkin described some of the services provided by Tenderloin AIDS Resource Center (TARC). The services include:

- ⇨ Drop-In Center
- ⇨ Interventions
- ⇨ Horm Reduction sessions
- ⇨ Drug Specific counseling
- ⇨ Needle Exchonge
- ⇨ Mobile workshops
- ⇨ Workshops for Sex Workers
- ⇨ HIV testing

- He pointed out thot TARC colloborotes with o number of orgonizotions, including CAPS.
- He olso stoted thot they provide o $10 cosh incentive to people toking the HIV test.

Dredge Kong explained thot Asion & Pocific Islonder Wellness Center (API) provides services to four populotions within the Asian & Pocific Islond community, including:

- ⇨ Tronsgender
  - Outreoch
- ⇨ MSM
  - MXM
  - Support Groups
- ⇨ Women
  - Numerous services primorily for womon working ot mossoge porlors in the TL
- ⇨ Youth
  - A voriety of services for queer ond questioning youth
  - A seporote progrom thot focuses on incorceroted ond runowoy youth

- He stated thot API provides HIV testing ot "*Divas" (a TG bar in the TL)*, the LGBTG Community Center on Morket street, ond in mossage parlors.

Marcel discussed the progroms and services ovoiloble ot Glide, including:

- ⇨ Counseling
- ⇨ Testing
- ⇨ Referrols
- ⇨ Interventions
- ⇨ Outreoch to sub-populotions
- ⇨ Single session groups
- ⇨ Outreoch to the marginally housed ond homeless in the TL, Costro ond Mission districts
- ⇨ Outreoch to TGs ond hustlers in ond oround Polk Street.

- He indicoted thot Glide collaborotes with a number of other orgonizotions, including: the Forensics AIDS Project (FAP), SWAP Progrom (Sheriff's Work program), and o new associotion with Tom Waddell Clinic working with the TG community.

Questions for the guests:

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1) **What do you see as the HIV prevention issues in the community?**
2) **What does your agency do to address these issues?**
3) **What gaps do you see and what other services would you like to see available in the community to address them?**

[Discussion on these three questions was consolidated.]

- André stated that they find that Positive men continue to have unsafe sex, and listed contributing factors, including:
  - ⇨ Sex workers
  - ⇨ Trading sex for drugs
  - ⇨ Co-factors including homelessness (*What good is a condom if you don't have a place to sleep?*)
- He stated that they need the services provided by a Health Van, which would include medical and dental care
- He indicated that they need to collaborate with other organizations to do testing as they need to take the testing to the population rather than relying on them "coming in."
- Dredge stated that HIV has become a "wrap around'" service. There are insufficient services in other areas of social service, such as; Mental Health, Housing, Medical care.
  - ⇨ Nina said that HIV prevention can not be provided in a vacuum.
- She said that providers need to take their services to where the people are.
  - ⇨ Neighborhood Health on Wheels needs to get to more populations and neighborhoods.
- She stated that service providers need to find what the various client populations need.
- Regarding how SFAF HIV Prevention Project operates, she added:
  - ⇨ They collaborate with other organization for provision of health care, including: Urban Health, Josh Bamberger, Continuum and TLC.
  - ⇨ They have about 14 MOU's.
  - ⇨ They provide multiple services at Needle Exchange sites
- She also stated that drug treatment facilities in SF are insufficient and that too many of them are "*12 Step*" oriented rather than providing Harm Reduction.
- Paul Harkin stated that having a storefront space in the TL provides the opportunity for TARC to offer testing and other services; that being in the center of the community establishes trust.
- He stated that the Neighborhood Health on Wheels Van should be out at night, and would be particularly useful for the Sex Workers in the TL
- André stated that they use Diabetes, Hypertension and other tests to establish trust.
- Rebecca Rodriquez asked how many services are offered for youth.
  - ⇨ Dredge stated they have 2 Youth programs.
  - ⇨ André said that because of funding cuts they no longer have such programs.
  - ⇨ Nina said that their program is anonymous and so they do not know ages of clients.
  - ⇨ Paul said that they do not offer any youth specific services.
- Gwen Smith asked what medical services are needed. Specifics were offered, including:
  - ⇨ Abscess care
  - ⇨ Showers
  - ⇨ Hepatitis A&B testing and vaccination
  - ⇨ Nurse practitioner support

- Paul stated that services needn't be provided by a van, it could be a storefront, but the key point is to be open and available to provide these services at night.
  - ⇨ Rebecca added that either van or storefront needs to be consistent to develop trust and rapport in the community.
  - ⇨ Nina stated that a storefront is better as it can accommodate waiting; whereas people won't wait at a van.
  - ⇨ Erick said that the van has a regular schedule, which was published on a palm-sized card; but that those cards are not available enough.
- Rebecca asked which languages, other than English, are offered by service providers.
  - ⇨ Nina said Spanish
  - ⇨ Paul indicated that they have services in Spanish and French
  - ⇨ Dredge stated that they have services in nine languages and that one of the services they provide is accompanying non-English speaking clients to doctors' appointments.
- André stated that work in the community should lead to good research because they find that people are willing to provide whatever information is asked for.
  - ⇨ Dredge stated that this is not the case in his client population.
  - ⇨ Paul indicated that clients who wish to remain anonymous often provide fake names.
  - ⇨ Nina said that Needle Exchange does not participate in ELI as it is anonymous.
  - ⇨ Tracey encouraged people to forward comments regarding ELI to the HIV Prevention Section of DPH.

4) What role do you see for the HPPC and DPH as your community partners?

- André suggested that it would be helpful if HPPC spent more time communicating directly with community members and if Council members visited program sites.
- Dredge suggested change to the policies regarding contracting, including providing technical assistance on collaboration.
- He also indicated that there should be specific objectives encouraging community organizations to collaborate.
  - ⇨ He noted that it is difficult to dedicate staff time to collaboration. The tendency is to work with organizations you have worked with before.
  - ⇨ Tracey asked if CBO's know what services the other organizations are offering.
    - She asked if DPH could serve as a "Clearinghouse" for this information.
    - She also mentioned that a referral list is currently being produced by the AIDS Office that will list all HIV Prevention Resources. There will be an explanation of services provided by each agency.

7. Summary and Next Steps:
   - Dredge stated that it would be helpful to have population specific forums, allowing providers to discuss trends and appropriate responses.
     - ⇨ Tracey said that the TA?PA Committee of HPPC is proposing forums

- ⇨ Marcel reminded the attendees that HPPC and all Committees are open to the public and encouraged people to participate.
- Marcel asked what other issues service providers are facing.
  - ⇨ In way of example he stated that Glide got 52% of the funding they asked for.
  - ⇨ André stated that funding shortfalls force providers to collaborate.
- Paul asked about the relationship between Crack and HIV.
  - ⇨ It was not known when the last study on this subject was conducted (if any).
  - ⇨ Gwen stated that Crack not meth-amphetamine (Speed) is the big problem in the Bayview Hunter's Point neighborhood.
    - – She added that when on Crack users do crazy, unsafe things, which even long addicted Speed or Heroin users would not do.
    - – She also noted a trend -- methadone users are smoking Crack.
  - ⇨ Michele Thorsen added that they have noted that people are starting to inject Crack.
  - ⇨ Tracey suggested that the Committee hold a meeting specifically on Crack and HIV.
  - ⇨ Marcel stated that Crack has become an enormous problem in the TL that should receive special, specific, attention.
  - ⇨ Eileen stated that people can and often do practice safe sex with IV drugs, but crack use in relation to unsafe practices is increasing.

Marcel stated that the Committee needs to get the crack message to the Council

- ⇨ Rebecca said that crack is not brought up enough at HPPC.
- ⇨ Dara noted that Paul and Eileen have both brought it up.
- ⇨ Gwen suggested putting discussion about crack use on the Parking Lot listing.
- Dara asked if the question is:
  - – How does crack impact the sex act, or
  - – How do we deal with the rise in crack use?
  - ⇨ The group agreed that both are valid questions.
- Tracey said that professional staff would try to find data from CSAS and report back to the Committee.
- Dredge suggested that in the future all funded organizations be sent copies of Council agendas.

8. **Closing and Evaluation:**
   Marcel introduced Peter Morris, also of Glide, the new HIV/AIDS Services Manager.

   The meeting was adjourned at 12:45 PM.

THE NEXT MEETING WILL BE THURSDAY DECEMBER 12TH AT 25 VAN NESS ROOM 330A

Minutes were prepared by David Weinman, reviewed by Eileen Loughran, and _____.

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
December 12, 2002
3:00pm - 4:30pm
25 Van Ness Avenue, Room 330A
San Francisco

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AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:20
3. Approve October minutes (vote)	3:20-3:25
4. Report from Steering Committee	3:25-3:30
5. Community Meetings: What we've learned about HIV in the Bayview & the Tenderloin Plan for Committee Report Summary and Next Steps	3:30-3:45
6. Plan Youth focused meeting (February 2003)	3:45-4:05
7. Year End Process Evaluation	4:05-4:25
8. Closing (Set Next Meeting)	4:25-4:30

Next meeting will be ??? 2003 at ???

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee Meeting

Action Minutes

December 12, 2002

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Members Present: Erick Brown, Teresa Betencourt, Marcel Miranda, Rebecca Rodriquez, and Eileen Loughran

Members Absent: *none*

Staff: Tracey Packer (HPS), Kevin Roe (Process Evaluation Team), and David Weinman (Note Taker)

1. **Welcome and Announcements:**
   - Erick Brown called the meeting to order at 3:15 PM.
   - Erick informed the Members that the Community Liaison Committee would be continuing its work in 2003.
   - Teresa Betencourt announced that the annual Mission Neighborhood Holiday event would be held Saturday 12/14/02 from 9:00 AM to 2:PM.
     - ⇨ Toys would be given to children and X-Mas food provided for all.
   - Tracey Packer announced that the 01/09/03 Council Meeting would be held at the LGBT Center on Market, details will follow.
   - Teresa asked if any Committee Members were attending the National AIDS Conference in Miami in March.
     - ⇨ None are, and several commented that it was not considered relevant.
   - Lisa Reyes & Steven Tierney will attend the UCHAPS meeting 12/14-15/02.
   - Erick asked about activities relating to World AIDS Day (12/01/02).
     - ⇨ Tracey mentioned that the AIDS office conducts a Condom Availability Program, at various high schools. The STD branch usually handles this program, but this year the AIDS Office is also participating. She stated that the AIDS Office distributed the Condensed Plan to the School Health programs office. The schools utilized the glossy booklet for World AIDS day.
       - She reported that there were requests for posters made of leaflet material. She is looking into producing such.
   - Erick suggested this Committee plan something for the next World AIDS Day (12/01/03); perhaps involving the December Council Meeting.
     - ⇨ It was suggested that the Committee do something on Sunday 11/30/03, as events are too crowded on 12/01.
     - ⇨ It was also suggested that the Committee discuss this further at future Meetings.
   - Tracey announced that a priority setting Meeting will be held on Tuesday 12/17/02 in the AIDS Office.

2. **Public Comment:**
   None

HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee Meeting

Action Minutes

December 12, 2002

3. **Approve Minutes from April 11th Meeting:**
   The minutes for the October 17th Meeting were approved by consensus.

4. **Report from Steering Committee:**
   - Tracey commenced the report on the last Steering Committee Meeting.
     - ⇨ Council-wide diversity training will continue.
       - The next topic will be cross-cultural communication.
       - A trainer may attend a Council Meeting to observe.
       - Future Council Meetings will commence with an icebreaker exercise/question, in which all attendees (around the table) will respond with a brief answer. The questions will cover various topics and will not necessarily be related to the work of the Council. The intent is to promote participation and develop rapport amongst members.
     - ⇨ The Epi Chapter is being updated based on the latest census numbers.
   - Eileen added that there are eight new Members on the Council. The Membership Committee decided to have the new Members seek out a Mentor/Sponsor for guidance. In the past, a Mentor was assigned to all new Council members.
     - ⇨ She noted several new Members indicated to her that the work of the Council seems overwhelming.
       - There was general agreement that this is common for new participants.
     - ⇨ Erick encouraged Community Liaison Committee members to offer help to the new Members:

Barbara Adler,	Michael Cooley,
Edward Byrom,	Joani Marinoff,
William Cochrane,	Andre Robertson, and
Aaron Cohen,	Frank Strona

       - Eileen will send Committee Members contact information by e-mail.

5. **Community Meetings: What we've learned about HIV.**
   - Tracey asked what the Committee wants to follow-up on the Bayview Hunter's Point (BVHP) and Tenderloin (TL) Community Meetings?
     - She noted that the Process Evaluation team suggested writing a report.
     - ⇨ Erick stated that the notes from those meetings could for the basis of a written report. He also said:
       - The report should serve to educate the Council about funding issues; what is and isn't being funded.
     - ⇨ Eric also said that a written report should address the question: *Why has the epidemic crested in some communities, but not in others?*
       - Tracey noted that SCANS were currently in process in both of these communities.

  - Erick odded that the Committee needs to look at the history in these and other communities, and try to determine what the differences are.
  - He noted that it isn't known why this is happening in the AA community.
- Eileen suggested the Committee return to BVHP and TL with any written report as well as the results of the SCANS.
  - ⇨ She proposed the Committee invite the same porticipants bock to review this informotion.
- She suggested the Council collaborate with some of those Community Based Organizations (CBOs) in addressing issues identified at the meetings and in the SCANS.
- She also noted that as a result of the TL meeting, thot Crack has been odded to the Council's *Parking Lot* as an issue to be addressed in '03.
- Tracey asked if the Committee would like to have another Council Meeting in the Community to invite comment after completion of the SCANS contract - scheduled for the end of May.
  - ⇨ Rebecca said that it is important to solicit community members' thoughts on the results.
- Erick osked how the SCANS will effect whot the AIDS Office does.
- He olso suggested thot the Council generote o mop of HIV service providers.
- Tracey said thot while collaborotion and portnership is o good ideo, the SCANS will not provide solutions, but rother describe the current situotion.
  - ⇨ She suggested that solutions would need to be identified; that some would be quick fixes, while others will be complex.
  - ⇨ She also suggested that the Committee/Council needs to plan to offer solutions.
- Erick asked if what the BVHP and TL neighborhoods encompass.
  - ⇨ Tracey suggested he contact Dara for those details, which he indicated he would do.
- Erick osked when should the Committee present its summory to the Council.
  - ⇨ Tracey suggested making a report on the meetings at the 01/09/03 meeting.
  - ⇨ Erick added that a report with results of the SCANS could be presented in July.
    - There wos general agreement with these steps.
- The Committee will present four slides ot the 01/09/03 meeting.
  - ⇨ Eoch Member (Erick Brown, Tereso Betencourt, Morcel Mirondo, ond Rebecca Rodriquez) will introduce a slide.
  - ⇨ The Professional Staff will put the slides together from information contained in the meetings' notes.
  - ⇨ The Committee will hove a "Pre Council" meeting on Tuesdoy 01/07/03 @ 2:00 PM to review the slides ond presentotion.

6. Plan Youth focused meeting (February 2003)
   - Eileen osked where to hove the Youth focused meeting.
   - Tracey asked what the Committee wonts to accomplish at the meeting.
     - ⇨ Erick stoted that the Committee had discussed Youth porticipotion.
       - He noted, however, that post ottempts had been intimidating to the young people.
   - Erick also osked which definition of Youth to use.
     - ⇨ Rebecca suggested using the ages 14-23.

  - There was general agreement to this definition.
- Rebecca suggested assigning some of the Council members to greet guests as they arrive.
  - ⇨ She added that participants should be informed that they don't have to stay through the whole meeting.
- Rebecca also asked what Agencies the Committee should work with?
  - ⇨ Marcel Miranda suggested targeting three or four Agencies.
  - ⇨ He also suggested meeting with those Agencies beforehand to review contents and format of their presentations.
    - Such a pre-meeting may make the process less intimidating.
  - ⇨ He recommended those three or four Agencies be asked to contact other Agencies.
- Rebecca asked if this is feasible for the 02/03 meeting.
  - ⇨ Marcel stated that this was an alternative path to Community Meetings with the HPPC.
  - ⇨ Tracey indicated that the Youth meeting doesn't have to be 02/03.
- Tracey asked the Committee what it wants to accomplish in the Youth meeting.
  - ⇨ Does the Committee want Youth involvement in the Council? Committee?
  - ⇨ Does the Committee want to educate the Council regarding the Youth community? Or the Youth community about Council and other activities?
- There was general agreement that Members would think about these issues and return to the item in the near future.

7. **Year End Process Evaluation:**
   Kevin Roe conducted the Year End Evaluation and solicited comments from all Members:

- Marcel said that the group works very well together.
  - ⇨ The Committee has accomplished a lot in a short time.
  - ⇨ He also stated that they have received an excellent level of support from the Professional Staff, particularly Eileen and Tracey.
  - ⇨ Kevin said that the Committee accomplished a lot. He added that Community Meetings had been discussed for quite some time.
  - ⇨ He also pointed out that the Committee will need to integrate new Members Next Year.
- Erick said that the group worked well together partly because none of the Committee Members came with an agenda.
  - ⇨ Kevin asked how the Committee got past individual agendas.
  - ⇨ Erick stated that sometimes a Committee just gets good people, and that:
    - The Members' experience allowed them to work well together.
    - The Members on this committee had all worked with other agencies, big and small.
- Teresa said that the Committee had a cohesion that comes from working on common goals.
  - ⇨ She said that one of the common goals was getting the Committee and the Council into various communities; and that this was accomplished.
  - ⇨ She suggested an agenda item to examine the definition of "Community."
    - She indicated that some communities are a sub-culture rather than a neighborhood.
    - She also said that she would like to see both Youth and TG as communities.

- ⇨ Kevin suggested asking Council Member Janetta Johnson to either join the Committee or make presentation to the regarding the TG community.
  - Rebecca added inviting Council Member Ari Bachrach, who also has expertise with the TG community.

- Rebecca said that she was still getting to know the process and procedures of the Council.
  - ⇨ She said that the Committee benefits from having a common vision of the importance of Community.
  - ⇨ She said that the Committee benefits from a lot of mutual respect.
  - ⇨ She also said that the group may work well together because it is a small group.
  - ⇨ Kevin suggested presenting new members with the Committee's mission.
- Marcel added to his previous comments by suggesting the Committee get together to see what it found from its work in 2002.
- He suggested that we get community members to participate in the Committee's activities (Kevin added that people can be members of a committee without participating on the full Council.)
- Kevin turned to Professional Staff for comment:
- Tracey stated that a Mission Statement is a good idea.
- She said that the Committee's planning into the future is very good, and important.
  - ⇨ She noted the importance of lead-time to Professional Staff to organize, schedule and coordinate; particularly when dealing with outside organizations.
- She said that she likes the idea of brining in people with expertise in different communities; either from the Council or from outside.
- Eileen said that it is important to keep communication open, and that Members need to let each other know what they are thinking.
- She added to what Tracey stated about the importance of lead-time.
  - ⇨ She noted that Professional Staff was a little overwhelmed by the arrangements for the BVHP Council Meeting.
  - ⇨ Kevin said that Professional Staff needs to tell the Committee when it is overwhelmed, or being asked to do too much.
  - ⇨ Rebecca said that it was had to know when Professional Staff was over-worked or beyond their limitations.
  - ⇨ Marcel said that Professional Staff should feel free to ask for help from the Members.
  - ⇨ Eileen noted that the Co-Chairs also pressured the Professional Staff regarding the BVHP Meeting.
- Eileen suggested that it may be a good idea for Members and Professional Staff to write down what each wants to accomplish next year and compare.

8. **Closing (Set Next Meeting):**
   The Next Meeting is scheduled for 01/07/03 @ 2:00PM. It will be held in room 710 @ the AIDS office.

   The meeting was adjourned at 4:35 PM.

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee Meeting
Action Minutes
December 12, 2002

THE NEXT MEETING WILL BE TUESDAY JANUARY 7, 2003 AT 25 VAN NESS, 7TH FLOOR

Minutes were prepared by David Weinman, reviewed by Eileen Loughran, Erik Brown, and Marcel Miranda.

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
February 11, 2003
1:00pm - 2:30pm
25 Van Ness Avenue, Room 330B
San Francisco

AGENDA

1. Welcome and Announcements	1:00-1:10
2. Public Comment	1:10-1:20
3. Approve December minutes (vote)	1:20-1:25
4. Report from Steering Committee	1:25-1:30
5. Debrief January HPPC presentation	1:30-1:40
6. Plan Youth focused meeting (March 20, 2003) -Who -What -Where -Goal???	1:40-2:05
7. Next Steps -Develop timeline -"Planning" tasks - Integration of new committee members	2:05-2:25
8. Closing (Set Next Meeting)	2:25-2:30

Next meeting will be ??? 2003 at ???

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
March 6,2003
3:00 - 4:30pm
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

AGENDA

1. Welcome and Announcements	3:00-3:10
2. Public Comment	3:10-3:15
3. Follow-up: March Council meeting -Finalize speakers/panelists -Finalize location -Develop questions	3:15—3:40
4. Scope of Work & Timeline for 2003(vote) - Goals for the year	3:40-4:00
5. Elect Committee Chair/Co-chairs (vote) & -Community Members Discussion	4:00-4:10
6. Select Regular Meeting Time (vote)	4:10-4:15
6. Determine Process Evaluation Methodology	4:20-4:25
7. Closing and Evaluation	4:25-4:30

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next meeting will be ??????????????????????

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HIV Prevention Planning Council
Community Liaison Committee
Minutes of March 6, 2003
3:00-4:30 pm

Present: Erick Brown, Andre Robertson, Marcel Miranda, Eileen Loughran, Rebecca Rodriquez, Wanetta Davis.

Absent: Reverend Will.

Prevention Staff: Tracey Packer, Elliot Ramos

1. Welcome and Announcements: Erick called the meeting to order at 3:10 pm. and asked for announcements.

- Teresa announced that the Co-Chairs had asked her to join the Plan Research Committee. Although she is hesitant to leave CLC, she feels it is important for her to bring her input to Plan Research.
- Marcel thanked Teresa for her thoughtfulness in her decision and her commitment to the HPPC.

2. Public Comment: None.

3. Approval of Minutes: Approved by consensus.

4. Follow Up: March Council Meeting
The group discussed the meeting and the speakers that had been invited. They developed the following list of providers:

Agency	Tier Targeted
Q Action (STOP AIDS Project)	1 (MSM)
Mission Neighborhood Health Center	1 (MSM + transgender)
Larkin Street	1 (MSM + transgender), 2, 3
New Directions	1 (MSM)
Instituto Familiar de la Raza	1 (MSM), 2
Dimensions	1 (MSM + transgender)
Proyecto	1 (MSM + transgender)
LYRIC	1 (MSM + transgender)
Bayview Hunters Point Foundation	Wanetta will check

Wanetta suggested Bayview Hunter's Point Foundation which has a youth HIV prevention component. She will identify a contact person and get that to Rebecca. She also agreed to call Alonzo Gallaread at the YUTHE program at STD.

The group discussed the importance of a diversity of agencies presenting and representing each tier. They noted that not all agencies would be able to present on the panel, due to time constraints. It was decided to have two agencies per tier present, with tier 1 having two providers for MSM and two for transgender.

After much discussion, the committee voted to accept this plan:

Tier	Agencies to Invite
1 MSM	1. API Wellness Center 2. New Directions 3. LYRIC as back-up
1 Transgender	1. Proyecto Contra SIDA Por Vida-confirmed 2. Ark of Refuge 3. Mission Neighborhood as back-up-confirmed
2	1. Haight Ashbury Youth Outreach-confirmed 2. IFR-confirmed
3	1. YUTHE-confirmed 2. BVHP Foundation 3. Nia Project (ICHO) as back-up 4. Larkin St.-confirmed

Marcel will contract API Wellness Center.

Questions for the panelists:
Marcel added that he liked the questions from last time, but added "what should be in the Plan about youth?" The group asked that Eileen e-mail the questions around and they would give feedback through e-mail. Update: the following questions are under discussion:

1) What do you see as the HIV prevention issues **for youth** in the community?
2) What does your agency do to address these issues? **Have you identified any barriers and/or trends that perhaps have not been considered?**
3) What gaps do you see and what other services would you like to see available **for youth** in the community to address them?
4) What role do you see for the HPPC and DPH as your community partners?
5) What would you like to see (that speaks to the needs of youth) in the new HIV Prevention Plan?

Location: The Ark of Refuge has been scheduled for the meeting.

4. Scope of Work for 2003: Tabled to next meeting. Marcel asked that members bring their ideas for goals for the year to the next meeting.

5. Select Committee Chair/Co-Chairs: Rebecca volunteered. Erick said he would act as Co-Chair with Rebecca. The committee approved this with consensus. Rebecca will be the Steering Committee representative.

6. Select Regular Meeting Time: The committee has not yet set a regular meeting time. The next meeting will be Monday April 14 at 2:00 pm. in Room 330B at 25 Van Ness Ave.

Meeting adjourned at 4:40 pm.

Minutes recorded by Tracey Packer and reviewed by

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
April 14, 2003
2:00 - 3:30pm
25 Van Ness Avenue, Suite 330B
San Francisco, CA 94102

AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:15
3. Approve March Minutes (vote)	2:15-2:20
4. Report from Steering	2:20-2:30
5. Follow-up 3/20 HPPC meeting (possible vote)	2:30-2:40
6. Scope of Work & Timeline for 2003(vote) - Goals for the year - Future community meetings - Collaboration with Membership	2:40-3:05
6. Select Regular Meeting Time (vote)	3:05-3:10
7. Process Evaluation Check-in -Closing and Evaluation	3:10-3:30

next meeting will be ??????????????????

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HIV Prevention Planning Council
Community Liaison Committee
Minutes of April 14, 2003
2:00- 3:30pm

Present: Erick Brown, Rev. Will Cochrane, Marcel Miranda, Eileen Loughran, Andre Robertson, Rebecca Rodriquez.

Absent: Michael Cooley, Wanetta Davis.

Professional Staff: Stacey Gratten (minute taker), Kevin Roe (Process Evaluation)

1. Welcome and Announcements: Erick called the meeting to order at 2:10 pm. and asked for announcements.

- Andre announced that there will be a Community Forum at Glide on Thursday May 1st from 5:30-8:00pm. The forum, "African Americans, HIV Vaccines, Vaxgen, & Beyond is sponsored by the SFDPH Research Section, Glide, and the Black Collective.
- Marcel announced that April is STD awareness month in San Francisco. A variety of activities are planned including STD screening events @ bars and clubs. Also, for the second year in a row, we will be having a "Spring Cleaning" STD awareness campaign that entitles individuals to test for syphilis during the campaign to receive discounts on merchandise from participating merchants. The NHOW van has extended hours and locations for this campaign. The group was encouraged to contact NHOW if they have time available to work a shift during the "Spring Cleaning" campaign.
- Rev. Will announced that Saturday 4/19 there will be a Pow-Wow at Mills College. It will be a great opportunity for people to come together to talk, eat, exchange ideas, listen to music, and celebrate.

2. Public Comment: None.

3. Approval of Minutes: The minutes were approved with a correction being made about the meeting time. The group had not finalized the meeting time at the last meeting. The minutes were approved by consensus with this change.

4. Steering Update: Rebecca gave an update on the highlights from the 3/27 Steering committee meeting.

- Steven Tierney announced that the state will be giving San Francisco an additional $200,000 for HIV prevention due to a change in formula. It was also mentioned that some severe city budget cuts are being proposed for

HIV prevention and education. A working group of HPPC members is developing a proposal for dealing with these cuts.

- The Steering Committee recommended that the Needs Assessment presented by Plan Research committee be refined because it was too broad. It was recommended that the committee have a clearer idea of what type of outcome it is looking for before it proceeds any further with the Needs Assessment. It was sent back to the Plan Research Committee for refinement and will be presented at the April 24th Steering.
- The Membership committee is still working out the details for the diversity training. The training will be held on a scheduled Council meeting day. It was announced that attendance is mandatory at this training.

5. **Follow-up 3/20 HPPC meeting**: The group discussed the evaluation results from the 3/20 Youth focused HPPC meeting. Marcel congratulated everyone on an excellent job. The group was enthused that the community based HPPC meetings keep getting better. The committee discussed the importance of youth involvement in the HPPC.

6. **Scope of Work for 2003**: The group began discussion on our goals for 2003. The committee agreed to finalize our goals at the June meeting. A sub-group of the committee will meet with Membership to discuss ideas about collaboration, and getting youth involved with the Council. The small group will report back to the CLC at the June meeting. Marcel asked that members bring their final ideas for goals for the year to the next meeting.

7. **Select Regular Meeting Time**: The committee has set a regular meeting time, which will begin in June. The next meeting will be Thursday June 19 from 2:00-3:30pm.

8. **Process Evaluation Check-in:** Kevin Roe did the quarterly process check-in with the group. He shared ideas about incorporating the new members and of keeping our goals on track. Kevin mentioned that the new Process Evaluation member will attend the June meeting to meet the group.

The meeting adjourned at 3:40pm.

Minutes recorded by Stacey Gratten and Eileen Loughran and reviewed by Rebecca Rodriguez

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HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
Thursday, June 19, 2003
2:00 - 3:30 p.m.
25 Van Ness Avenue, Suite 330A
San Francisco, CA 94102

AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve April 14, 2003 Minutes (vote)	2:20-2:25
4. Report from Steering Committee	2:25-2:35
5. Follow-up on 5/12 Collaboration meeting with Membership (possible vote)	2:35-2:45
6. Scope of Work & Timeline for 2003 (vote) - Goals for the year (include SCAN Presentations) - Future community meetings	2:45-3:05
7. Plan SCAN Results Presentation in Bayview and Tenderloin	3:05-3:25
8. Closing and Evaluation	3:25-3:30

Next meeting will be July 17, 2003

NOTE: All meetings are open to the public and are held in handicapped accessible facilities
Meeting dates and times are subject to change, please verify by calling Betty Chan Law at 554-9492.

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HIV Prevention Planning Council (HPPC)
Community Liaison Committee
June 19, 2003
2:00 – 3:30 PM
Minutes

Members Present: Erick Brown, Rev. Will Cochrane, Michael Cooley, Eileen Loughran, Marcel Miranda, Andre Robertson, Rebecca Rodriguez,

Guests: Shamone Pitre (DPH -Youth United Through Health Education (YUTHE)

Members Absent: Wanetta Davis

Professional Staff: Tracey Packer (AO), Stacy Gratton (Minute-Taker).

1. **Welcome and Announcements**

- Erick announced that Catholic Charities has a job opening for a Case Manager/ Peer Advocate on Treasure Island.
- Rebecca announced that HIFY currently has a Youth Apprentice position open. The pay will be $15 per hour for approximately 15 hours per week. June 30th is the last day for applications.
- Tracey announced that copies of the "Atlas of HIV/AIDS in San Francisco" are available to anyone interested. This booklet is developed by the HIV/AIDS Statistics & Epidemiology Section of the AIDS Office.

2. **Public Comment:**

No public comment

3. **Approve April 14, 2003 Minutes *(vote)***

- Minutes reviewed, voted on, and approved.

4. **Report from Steering Committee**

- Emalie and Pamela will now be doing process evaluation along with Kevin since Cindy Sibley has left.

- There was a discussion of how to address parking lot issues and the best way to make sure those issues are covered. This will be discussed further at the next Steering meeting.

- The first hour of the June and July Steering meetings there will be a facilitation training for all the committee Co-Chairs.

- Each committee needs to think about the goals and objectives for the Plan & the Co-operative Agreement. These will be the structures that guide HIV prevention for the next five years. The Community Liaison Committee will discuss this at the July meeting.

5. **Follow-up on May 12, 2003 Collaboration Meeting with Membership**

    - Community Liaison Committee members were invited to the May 12 Membership meeting to discuss collaborating on recruiting youth & new members into the Council. Eileen Loughran and Marcel Miranda attended. Marcel also mentioned that this Committee will focus on ensuring that community members are informed about HPPC activities. It was suggested that CLC will ensure that HPPC brochures and applications will be available at all community meetings.
    - Tracey said that Membership would like to find a way to bring more youth into the Council. Eileen suggested that Community Liaison create a task group or sub-committee to cultivate youth involvement in the Council; Tracey liked Eileen's idea and recommended bringing it up at the Co-Chairs meeting. Rebecca, Michael, Tracey and Eileen volunteered to be on Community Liaison's sub-committee on youth involvement.

6. Scope of Work and Timeline for 2003

    - Eileen reported that the SCAN results of the Bayview and Tenderloin neighborhoods should be finished in a few weeks. When the assessments are complete Community Liaison would like to meet with Dara Coan of Harder & Company to discuss the results and to plan the next steps. Specifically, the group needs to know when & how to present them to the Council and the public. The group felt strongly that they'd like to have a Community Forum in the Bayview in September and then in Tenderloin in October or November. The committee will submit their plan to Steering for approval.

7. **Plan SCAN Results Presentation in Bayview and Tenderloin**

    - The committee discussed possible places to present to the public the results of the surveys; recommendations included the Bayview Opera House or Milton-Myers gym. This will be finalized at the next meeting.

8. **Closing and Evaluation**

- The meeting concluded at 3:30PM. The next Community Liaison meeting is scheduled for July 17, 2003.

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
Thursday, July17, 2003
2:00 - 3:30 p.m.
25 Van Ness Avenue, Suite 330A
San Francisco, CA 94102

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AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve June 19, 2003 Minutes (vote)	2:20-2:25
4. Report from Steering Committee	2:25-2:35
5. Plan SCAN Results Presentation in Bayview and Tenderloin (possible vote)	2:35-2:55
6. Discuss Goals and Objectives for the Plan	2:55-3:10
7. CPG Planning Survey - Distribute and Explain	3:10-3:25
8. Closing and Evaluation	3:25-3:30

Next meeting will be August 21, 2003, 2:00-3:30 PM

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HIV Prevention Planning Council (HPPC)
Community Liaison Committee
July 17, 2003
2:00 – 3:30 PM
Minutes

Members Present: Erick Brown, Marcel Miranda, Andre Robertson, Eileen Loughran

Members Absent: Rev. Will Cochrane, Michael Cooley, Wanetta Davis, Rebecca Rodriguez

Guests: Shamone Pitre, Deoaunta Lyons, I. Love

Professional Staff: Dara Coan (Harder + Co.), Stacy Gratton (Minute-Taker)

1. **Welcome and Announcements**

   - There were no announcements.

2. **Public Comment:** None

3. **Approve April 19, 2003 Minutes *(vote)***

   - Minutes reviewed, voted on, and approved.

4. **Report from Steering Committee**

   - There was no June Steering Committee meeting; therfore an update wasn't necessary

5. **Plan SCAN Results Presentation in Bayview and Tenderloin**

   - Dara reported that the Bayview SCAN had around 50 participants from 20 organizations; the agencies included substance abuse services, youth organizations, and community development services. The quantitative component focused on provider information, and Units of Service (UOS) information. The qualitative component was gathered during focus groups and interviews. There were 6 focus groups which were comprised of, (2) Transgender groups, (2) Women groups, and (2) Men groups. The SCAN also included one on one interviews with community faith leaders. Dara described it as being like "a community organizing project" because it was included in the regular Provider's meeting held at Southeast Health Center.

- The Tenderloin SCAN, in contrast, had a stronger emphasis on the quantitative component. The community forum will be of more interest to providers, HPPC members, and DPH. The information gathered would not be relevant to community members because it focuses on Units of Service (UOS)

- Dara said that sometime after September 1 there should be some preliminary information available for presentation, with the final reports ready by the end of the year. The committee agreed with Dara that an outcome of the Bayview SCAN would be to organize a Community Advisory Group to follow-up on the findings.

- The committee had a discussion of HIV in the Bayview; Andre said that people in that neighborhood want more HIV information and services located in their community but they want it to be a component of a larger picture of health along with food, employment, and medical services. They would like an integration of services.

- Marcel suggested scheduling a meeting in the Bayview in September and in the Tenderloin in October to present the results of the SCAN surveys to the public. Eileen said that she will talk to Gwen Smith to get some ideas from her on when would be a good time to schedule the presentation. The committee agreed that the Community forum should be scheduled in the later afternoon to accommodate Community members schedules.

6. Discuss Goals and Objectives for the Plan

- Dara reported that the Plan Policy Committee is the only HPPC committee to begin working on its goals and objectives. Plan Policy's main concern is that there might be too many objectives to work on successfully; therefore they would like to keep their objectives more simple and focused on broader strategies. A handout, "HPPC Vision and Plan Content" was distributed to the group. The committee reviewed and provided suggestions to Dara. We will review any changes to the vision at the next meeting.

7. CPG Planning Survey (Distribute and Explain)

- Eileen distributed the CDC Community Planning Group Survey. The group agreed to complete the survey and send back to the CDC in the envelope provided by Friday 7/25. Eileen will send out a reminder to the group on 7/23/03.

8. Closing and Evaluation

- The meeting concluded at 3:30 PM. The next Community Liaison Committee meeting is scheduled for August 21, 2003.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee

Thursday, August 21, 2003
2:00 - 3:30 p.m.
25 Van Ness Avenue, Suite 330B
San Francisco, CA 94102

AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve July 17, 2003 Minutes (vote)	2:20-2:25
4. Report from Steering Committee	2:25-2:35
5. Process check-in with Kevin (Evaluation team)	2:35-2:55
6. Discuss SCAN Presentation at 9/11 HPPC meeting	2:55-3:05
7. Plan SCAN Results Presentation in Bayview and Tenderloin (possible vote) -Location -Who, what, where, when -Timeline	3:05-3:25
8. Closing and Evaluation	3:25-3:30

Next meeting will be September 18, 2003, 2:00-3:30 PM

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Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

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HIV Prevention Planning Council (HPPC)
Community Liaison Committee
August 21, 2003
2:00 – 3:30 PM
Minutes

Members Present: Rev. Will Cochrane, Michael Cooley, Eileen Loughran

Members Absent: Erick Brown, Wanetta Davis, Marcel Miranda, Andre Robertson, Rebecca Rodriguez

Guests: Jamilah King, Intern Bay Positives

Professional Staff: Eileen Loughran (AO), Dara Coan (Harder + Co.), Stacy Gratton (Minute-Taker), Kevin Roe (Process Evaluation Team)

1. **Welcome and Announcements**

   - Rev. Will has been accepted to Sarah Lawrence College in New York; he will be starting there in January 2004.

2. **Public Comment:** None

3. **Approve July 17, 2003 Minutes**

   - There were not enough members present to approve the minutes. This item will be revisited at the next meeting.

4. **Report from Steering Committee**

   - There was a debriefing on the Cross Cultural Communication training. This item was followed up at the 8/14 Council meeting.. In summary, it was indicated that the response was very positive. One of. the observations of the training was that meeting facilitators need to proactively encourage quiet members to participate in discussions.

   - Steven Tierney talked about the changes happening at the CDC and how HPPC can be a unit of change while at the same time still doing the work required of it; Steven talked about the San Francisco Leadership Initiative. Eileen noted the SF Leadership Initiative was discussed at the 8/14 Council meeting. She added that this is a politically motivated statement asserting that SF knows it is different from other regions of the country, and that while working within CDC guidance SF will also address local

needs and concerns. A San Francisco Leadership Initiative working group will be formed. Council members are encouraged to participate.

5. **Process Check-in with Kevin**

- Kevin discussed some of the results of the process evaluation; he reports that people feel that the committee meetings are productive. He will send out Zoomerang surveys to the absent committee members.

- Kevin asked the members of Community Liaison how they felt about the work that they are doing on the committee; members discussed their feelings.

- There will be a mid year presentation to Steering to let them know how things are going with committee members.

6. **Discuss SCAN Presentation at 9/11 HPPC Meeting**

- Dara announced that there will be a short 15 minute presentation made at the September 11 HPPC meeting on the results of the SCAN surveys. The members of CLC questioned whether 15 minutes would be sufficient time to fully discuss the results; they suggested having a follow-up discussion on the SCAN results at one of the fall HPPC meetings. Dara liked to idea of the follow up discussion, however she felt that it would be difficult making room on the agenda to do it. She was going to discuss this item at the Co-Chairs meeting at 3:00pm.

- Dara discussed some very preliminary data from the surveys. In Bayview there are no service providers funded for HIV prevention and none of the agencies work solely to educate people on HIV. People in that neighborhood would like education on prevention.

- In the Tenderloin there are a number of organizations that do HIV prevention but there is little coordination on services and not enough contact between agencies. There is also some evidence that there might be a gap in services for youth in that community.

7. **Plan SCAN Results Presentation in Bayview and Tenderloin**

- On Tuesday, September 30 from 4:00-6:00PM the results from the Bayview SCAN will be presented to the community. Eileen will check the availability of some spaces in that neighborhood such as the Bayview Opera House and South East Community College The group agreed that we should have a minute-taker for the meeting. We will ask Gwen Smith to act as host of the event. The group discussed having

Community Liaison Committee members facilitating the Q & A period. Dara and Harder & Co will present the data. Harder & Co. will develop a flyer advertising the event. Community Liaison committee members will help distribute and post the flyers. Dara suggested that we also provide food and beverages for the community forum. .

8. Closing and Evaluation

- The meeting concluded at 3:30PM. The next Community Liaison Committee meeting will be September 18 from 2:00-3:30PM.

The minutes were prepared by Stacy Gratton, reviewed by Eileen Loughran, Rev. Will Cochrane, and Michael Cooley.

— San Francisco

HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee

Thursday, September 18, 2003
2:00 - 3:30 p.m.
25 Van Ness Avenue, Suite 330B
San Francisco, CA 94102

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AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve July 17 & August 21 Minutes (vote)	2:20-2:25
4. Report from Steering Committee	2:25-2:35
5. Debrief SCAN Presentation at 9/11 HPPC meeting	2:35-3:00
6. Discuss Council Participation @ Community Forums (possible vote)	3:00-3:10
7. Plan SCAN Results Presentation in Bayview and Tenderloin (possible vote) -Continue discussion on: -Location -Who, what, where, when -Finalize Tenderloin date -Flyers	3:10-3:25
8. Closing and Evaluation	3:25-3:30

Next meeting will be October 16, 2003, 2:00-3:30 PM

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HIV Prevention Planning Council (HPPC)
Community Liaison Committee
September 18, 2003
2:00 – 3:30 PM
Minutes

Members Present: Erick Brown, Rev. Will Cochrane, Eileen Loughran, Marcel Miranda, Andre Robertson, Rebecca Rodriguez

Members Absent: Michael Cooley, Wanetta Davis

Guests: Joe Imbriani, HIV Prevention Section, Vincent Fuqua, HIV Prevention Section

Professional Staff: Tracey Packer (AO), Stacy Gratton (Minute-Taker)

1. Welcome and Announcements

- Tracey received an award from STOP AIDS Project.
- Marcel reported that the Chlamydia Elimination project report is completed. It was suggested that we should invite Jackie Siller of STD Control to come back to the Council to present this data. This will be suggested at the next Steering committee meeting.
- Erick announced that a very important report on African Americans and HIV/AIDS has just been released from the Kaiser Foundation. He emailed the link to all Community Liaison Committee members. He asked that this be shared with all Council members. Erick suggested that this committee should also bring copies of this report to the Bayview Forum.

2. Public Comment

- On November 7 there will be a consortium on HIV in the youth community; the event will be held at the LGBT community center. There is talk of making it a standing meeting.

3. Approve Minutes

- The July 17 and August 21, 2003 minutes were voted on and approved by the committee.

4. Report from Steering Committee

- Eileen reported that at the last Steering Committee they talked about the SF Leadership Initiative. There will be time allotted at each Steering meeting to work on the Initiative. Plan Policies will also participate in working on the San Francisco Leadership Initiative.
- The Membership Committee is interviewing new applicants for the Council. There are 14 applicants and only 7 seats at this time. The membership committee will meet on 9/25 to make their recommendations.
- The discussion on the "Parking Lot" was tabled to the next Steering meeting. It was acknowledged that this is an extremely busy year with all the work going into the development of the new Plan.
- The Steering Committee also discussed the SCAN presentation to the Council at the 9/11 meeting. The group decided that it would be beneficial to break into small groups to discuss next steps after the presentation.

5. **Discuss Council Participation at Community Forums**

- Erick expressed concern that some Council members may not attend the Bayview SCAN presentation. He said that he feels that it is important that Council members be informed and knowledgeable of the issues in Bayview, as well as the issues of the African American Community.
- Community Liaison members agreed to call Council members to remind them of the forum. The HPPC membership phone list was split up amongst CLC members. The group agreed to complete these calls by Friday 9/26/2003.
- The group also suggested that Betty send out an email to the full Council.
- Rebecca asked how the decision was made to choose Bayview and Tenderloin for SCAN surveys. Tracey replied that there was funding to do SCAN surveys, once Co-chairs recommended those communities the Council voted to approve them. This led to a discussion of how SCAN surveys affect the Plan and subsequently affect the way that HIV prevention funding is spent in San Francisco.

6. **Plan SCAN Results Presentation in Bayview and Tenderloin**

- The forum to present the results of the Bayview SCAN will be held from 4:00 – 6:00 PM at the Bayview Opera House.
- The group agreed that Dara Coan should present the data, while Gwen Smith should serve as the main host of the event. Erick Brown will give a brief introduction which will include the history of how the SCAN was supported by the HPPC. Rebecca will facilitate the questions from the audience

- David Weinman will be recording the event and taking the minutes. Tracey and Eileen will be taking notes on specific issues and recommendations that come up.
- The group agreed to make follow-up calls to the community members, faith leaders, and agencies on Dara's SCAN mail list.
- Details for the Tenderloin presentation are still being worked out. The committee had hoped to hold the forum at Glide; however, it appears that they may have to look for a new location if they want to hold the forum on a Thursday.

8. Closing and Evaluation

- The meeting concluded at 3:30 PM. The next Community Liaison Committee meeting will be held October 16, 2003, 2:00 – 3:30 PM.

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Community Liaison Committee

Thursday, October 16, 2003
2:00 - 3:30 p.m.
25 Van Ness Avenue, Suite 330B
San Francisco, CA 94102

AGENDA

1. Welcome and Announcements — 2:00-2:10
2. Public Comment — 2:10-2:20
3. Approve September 18, 2003 Minutes (vote) — 2:20-2:25
4. Report from Steering Committee — 2:25-2:35
5. Debrief Bayview Forum — 2:35-3:00
   - What we learned
   - Next steps
6. Plan SCAN Results Presentation in Tenderloin (possible vote) — 3:10-3:25
   - Continue discussion on:
   - Location
   - Who, what, where, when
   - Finalize Tenderloin date
   - Flyers
7. Closing and Evaluation — 3:25-3:30

Next meeting will be November 20, 2003, 2:00-3:30 PM

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HIV Prevention Planning Council (HPPC)
Community Liaison Committee
October 16, 2003
2:00 – 3:30 PM
Minutes

Members Present: Erick Brown, Wanetta Davis, Eileen Loughran, Marcel Miranda, Andre Robertson, Michael Cooley

Members Absent: Rev. Will Cochrane, Rebecca Rodriguez,

Guests: Maureen Browne, Vincent Fuqua

Professional Staff: Tracey Packer (AO), Stacy Gratton (Minute-Taker)

1. **Welcome and Announcements**

   - Eric Brown welcomed the group and called the meeting to order at 2:35pm.

2. **Public Comment:** *None*

3. **Approve September 18 Minutes** *(vote)*

   - The minutes were reviewed, voted on, and approved by the committee.

4. **Report from Steering Committee**

   - At the September Steering Committee meeting there was considerable discussion on the difficulty in handling parking lot issues. Marcel questioned why and how a parking lot topic could be removed from the parking lot. Tracey replied that nothing is ever removed from the parking lot without the Steering Committee first approving its removal. She said that there simply is not enough time for the Council to cover all of the issues listed on the parking lot.

   - Marcel felt that Steering should return the parking lot issues to the sub-committee co-chairs so the co-chairs could then return the issues to the originating committee; thus letting the committees know what happened to the issue.

   - Marcel also said that he would like Jackie Siller to be invited to an upcoming Steering Committee meeting so she could present the results of the chlamydia study.

- Andre suggested that the sub-committees get a report from Steering detailing what happened to the parking lot issues. The committee seemed to like the idea.

- It was reported at Steering that there are six funded directly-funded CBOs in San Francisco; Steven Tierney would like to invite them to a meeting to discuss applications for future funding from the CDC to ensure that important programs for people in San Francisco are continued.

- It was announced that Kathleen Roe secretly nominated the HPPC for a major heath education award in California. The Council won the award; it will be presented at a ceremony on Saturday November 15 at the Culinary Academy

5. **Debrief Bayview Forum**

- Wanetta felt that the meeting was a success and noted how difficult it can be to get the Bayview community involved in HIV prevention.

- Erick talked about the need to bring services to "hidden populations" such as functional drug addicts. Andre and Tracey felt that it is important to have HIV services connected with job and food services; by integrating HIV with other services people use, you have a better chance of making contact with people.

- Some committee members felt that because of the increasing ethnic diversity of the Bayview, it is important to identify the various community leaders and get them involved.

- Tracey reminded the committee that the Council helps set funding priorities for HIV prevention and education in the City; thus the decisions that the Council makes have an impact on what happens on the community level. Marcel stressed that since less than half of the Council members attended the Bayview forum it sends a bad message to the community on how committed the Council is.

- The committee members agreed that we must look at the assets of the Bayview community. We need to learn from past programs about what was successful, and what did work.

- The group agreed that they would like to hold an upcoming CLC meeting in the Bayview. Andre suggested that the committee invite community members to attend the meeting. It was suggested that a

committee meeting be held in the Bayview in March or April 2004 to coincide with the RFP.

6. **Plan SCAN Results Presentation in Tenderloin**

- The committee discussed possible locations in the Tenderloin to hold the SCAN presentation; locations discussed were the Bodecker Park gymnasium, the Central YMCA auditorium, and Continuum. Eileen will contact these locations to find out their availability. Erick Brown agreed to contact St. Anthony's to check on their meeting room. The committee would like to have the meeting on December 3 from 1 -3 PM.

7. **Closing and Evaluation**

- The meeting concluded at 3:30 PM. The next Community Liaison Committee meeting is scheduled for November 20 from 2:00 – 3:30 PM.

Minutes were prepared by Stacy Gratton, Reviewed by Eileen Loughran, and Erick Brown.

HIV PREVENTION PLANNING COUNCIL (HPPC)
Community Liaison Committee
Thursday, November 20, 2003
2:00 - 3:30 p.m.
25 Van Ness Avenue, Suite 330A
San Francisco, CA 94102

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AGENDA

1. Welcome and Announcements	2:00-2:10
2. Public Comment	2:10-2:20
3. Approve October 16, 2003 Minutes (vote)	2:20-2:25
4. Report from Steering Committee	2:25-2:35
5. Overview of TL SCAN results -Michael Demayo, LaFrance Associates	2:35-2:50
6. Finalize SCAN Results Presentation in Tenderloin (possible vote) - Continue discussion on: - Location - Who, what, where, when - Flyers	2:50-3:25
7. Closing and Evaluation	3:25-3:30

Next meeting will be December 18, 2003, 2:00-3:30 PM

NOTE: All meetings are open to the public and are held in handicapped accessible facilities.
Meeting dates and times are subject to change, please verify by calling Betty Chan Law at 554-9492.

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HIV Prevention Planning Council (HPPC)
Community Liaison Committee
November 20, 2003
2:00 – 3:30 PM
Minutes

Members Present: Erick Brown, Michael Cooley, Eileen Loughran, Marcel Miranda

Members Absent: Rev. Will Cochrane, Wanetta Davis, Andre Robertson, Rebecca Rodriguez

Guests: Michael DeMayo (La France Associates)

Professional Staff: Vincent Fuqua (AO), Stacy Gratton (Minute-Taker)

1. **Welcome and Announcements**

   - Due to other HPPC obligations, Tracey Packer will no longer be attending CLC meetings; Vincent Fuqua will be attending instead.

2. **Public Comment:** *None*

3. **Approve October 16 Minutes**
   - The minutes were reviewed, voted on, and approved by the committee.

4. **Report from Steering Committee**

   - Eileen reported that at the October Steering committee meeting there was a lot of talk about Council meetings and how to make sure that everyone participates in the conversation. The group discussed that some people prefer small group work, whereas others do not. How can we as a Council ensure participation from everyone?

   - The Steering Committee discussed priorities for 2004 HPPC Work. The committee discussed the idea of calling 2004 the year of "Evaluation". Other ideas were raised as possible areas to work on. This discussion will be continued at the next meeting.

   - The group discussed the San Francisco Leadership Initiative (SFLI). Israel mentioned that given the CDC's new initiative, how can we work within it to Advance HIV Prevention in San Francisco, such as where does needle exchange fit in. The SFLI will be included in the

introduction of the Plan. This work will continue at the next Steering committee.

- Tracey Packer and Dara Coan met with a new graphic designer to discuss the lay out for the Plan; one idea being considered for the Plan is to have fold out covers for each section.

- The next Steering committee meeting is scheduled for November 25, from 3:00 – 5:00 PM. The original date had to be changed because of the Thanksgiving holiday.

5. **Finalize SCAN Result Presentation in Tenderloin**

- Michael DeMayo said that the Tenderloin SCAN results will be presented to the community on December 10 from 3:30 – 5:00 PM at Continuum.

- Dara will be contacting focus group participants to invite them to attend. Dara has said that she feels it would be a good idea to have designated CLC members present to answer questions about the results.

- Eileen will update the flyer for the SCAN presentation. She will forward it to the other committee members to distribute.

- The room at Continuum can hold up to 100 people. The group agreed that they will work together to get the word out to the neighborhood agencies. We hope to have approximately 50 people in attendance. Marcel felt it would be a good idea to have someone from TARC present to represent that organization.

- The committee reviewed the list of agencies involved in the SCAN workgroup. CLC members agreed to take the lead in the SCAN presentation; subsequently they will be directly contacting agencies to invite them to attend. The committee members will also call HPPC members.

- Betty will e-mail HPPC and CARE council members to invite them to the forum. There was discussion of inviting San Francisco Supervisor Chris Daly to attend because he represents the Tenderloin neighborhood.

- For the presentation Erick will make the introduction; Michael will facilitate and Marcel will assist with facilitation and record key points on the flipchart.

7. Closing and Evaluation

- The meeting concluded at 3:15 PM. The next meeting of Community Liaison will be on December 18, 2003 from 2:00 – 3:30 PM.
- The group will debrief the TL Scan forum, and discuss next steps for 2004 at the December CLC meeting.

The next meeting is scheduled for Thursday December 18th from 2:00-3:30 P.M.

Minutes were prepared by Stacy Gratton, Reviewed by Eileen Loughran and Erick Brown.